

Position Code 1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Departmental Analyst 9-P11	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
DWEHD IT Training Analyst	Executive
6. Name and Position Code Description of Direct Supervisor	12. Unit
Ariel Zoldan, WOC Environmental Manager 14	Data Applications Support
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Brian Thurston, State Division Administrator 17	Office Location: To Be Determined, based on the location of the selected candidate. Monday-Friday 80 hours per pay period
14. General Summary of Function/Purpose of Position	
<p>As the DWEHD IT Training Analyst, this position provides division IT System training and training materials for State of Michigan staff, local health department partners, and external users. This position develops and delivers the division IT system training program. This position will work closely with IT contractors and Subject Matter Experts to learn the IT systems. In addition, this position will work closely with program staff to learn the business processes and ensure technical system training follows and supports adoption of the business processes.</p>	

1 Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time** 70

As the DWEHD IT Training Analyst, develops and delivers the training program on the division's IT systems.

Individual tasks related to the duty:

- Develop basic IT system training and help desk materials, such as quick reference guides, release notes, presentations.
- Coordinate the appropriate delivery of IT system training and help desk materials.
- Provide training on system administration.
- Ensure training presentations and materials meet current EGLE/DWEHD guidelines and aligns with department goals.
- Examine and evaluate training materials for efficiency. Regularly revise and update materials.
- Analyze and determine training needs as IT systems, procedures, and policies change.
- Maintain training resources.

Duty 2

General Summary of Duty 2 **% of Time** 20

Design and develop the division IT System training program.

Individual tasks related to the duty.

- Design and develop the delivery of training sessions for staff, LHD partners, and external users.
- Conduct ongoing training sessions to onboard new staff.

Duty 3

General Summary of Duty 3 **% of Time** 10

Other duties as assigned.

Individual tasks related to the duty.

- Other duties as assigned by supervisor and/or DWEHD management.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Identifies and develops training agenda, content, methods, resources, and techniques.

17. Describe the types of decisions that require the supervisor's review.

- Modifications to training plans.
- Outline and timetable of training programs for different IT systems
- Decisions regarding business processes
- Interpretation of department and division policies, administrative rules, and processes

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is performed in a normal office setting requiring minimal physical effort or exertion. Extensive use of a personal computer and use of a variety of office equipment is required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

As the DWEHD IT Training Analyst, this position provides division IT System training and training materials for State of Michigan staff, local health department partners, and external users. This position develops and delivers the division IT system training program. This position will work closely with IT contractors and Subject Matter Experts to learn the IT systems. In addition, this position will work closely with program staff to learn the business processes and ensure technical system training follows and supports adoption of the business processes.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The Drinking Water and Environmental Health Division (DWEHD) oversees public water supplies and environmental health programs within the State of Michigan. The DASU provides technical support to internal and Local Health Department staff and external users for all IT applications and databases housed within DWEHD. This position is DWEHD's IT training coordinator and will support division staff, local health department and external users in learning how to use the division's IT systems.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent written and verbal communication skills.

Ability to organize and track multiple projects at the same time.

Experience in developing training documents and providing presentations and training in-person and online.

Experience assessing trainings for meeting learning objectives.

Technical skills and ability to effectively communicate technical information.

Strong people skills and ability to work with a team.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License is preferred

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.