State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. DEPSPL2

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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** TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Position Code Description Departmental Specialist-2	**10. Division** Office of Performance Management
5. Working Title (What the agency calls the position) Employee Engagement Strategy Specialist	**11. Section** Employee Engagement Strategy Team
6. Name and Position Code Description of Direct Supervisor RIGG, BETHANY L; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor MANNING, KELLY A; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 320 S WALNUT ST; LANSING, MI 48933 / 8am-5pm, Monday-Friday

14. General Summary of Function/Purpose of Position

This position serves as the sole internal Employee Engagement Strategy Specialist and SME for the Department of Technology, Management, and Budget. This position serves as DTMB's strategic lead for the employee engagement survey, from the planning stage to execution of the survey and evaluating results post survey. This position consolidates complex data, provides analysis and interpretation, leads action planning teams, and prepares reports and recommendations having strategic impact. This position consults with and serves as a SME resource for all DTMB offices, managers, and executives, and serves as a strategic partner to DTMB's equity and inclusion officer (EIO).

15. 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: **Percentage:** **85**

Serves as the internal DTMB specialist and subject matter expert for the employee engagement survey and related activities

Individual tasks related to the duty:

- Leads DTMB's internal engagement survey project efforts, from planning through project completion, ensuring accuracy at all times
- Acts as the liaison to all DTMB work areas for the employee engagement survey, ensuring deadlines and deliverables are met
- Ensures alignment between the statewide efforts and the actions of DTMB related to the employee engagement survey and other statewide engagement initiatives
- Recommends and implements strategies and approaches to address major issues and items identified in the engagement surveys
- Consults, analyzes, compares data, produces reports, recommends measures and metrics, and provides statistical breakdowns for employee engagement survey
- Facilitates discussions with DTMB work areas on data interpretation and relevance so they better understand what survey data means and how best to address the issues that were found
- Promotes and communicates results and progress on employee engagement metrics
- Monitors the execution and implementation of department level actions plans
- Serves as the SME and lead on engagement-related department level action planning teams
- Delivers presentations to DTMB senior executives and managers
- Present key findings and analysis to DTMB DEI teams as requested by DTMB's EIO
- Designs and conducts focus groups and action planning sessions for additional employee input to determine cause of key areas of under engagement and recommend actions for improvement as needed
- Develops communications summarizing key findings and next steps as needed
- Upholds and maintains the confidentiality of highly sensitive data and survey information
- Maintains engagement related intranet pages and procedures

Duty 2

General Summary: **Percentage:** **15**

Other duties as assigned by management

Individual tasks related to the duty:

- Conduct research and analysis related to engagement, surveys, leadership development, organizational culture, change management and metrics.
- Maintain records in accordance with record retention schedules.
- Collect and analyze data.
- Prepare reports, action plans, recommendations, communications, survey summaries and presentations for the director's office and department executives.
- Coordinate or lead special projects and teams to support the organizational needs of the department.
- Serve as a resource to OPM director and manager.
- Participate in employee engagement strategy and office meetings, draft notes and distribute key actions and next steps as needed

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

Scheduling consultative meetings and focus group sessions, determining relevant training materials and presentation methods. Providing office/division specific consultative services. Determining project steps, work plans and best course of action for achieving results. Independently drawing conclusions from surveys, studies, and other research and making recommendations to management for action to be taken. Setting own work priorities. Independently interprets policies and procedures based on knowledge and experience.

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

The supervisor must approve any deviation from established policy or decisions of a sensitive nature or that have high impact.

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

Standard office environment utilizing a personal computer and other office equipment. Sitting for long periods of time may be required. Some travel may be required to provide consultation. On occasion, may need to set-up tables and equipment for meetings and events.

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.

Additional Subordinates

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

This position serves as the sole internal Employee Engagement Strategy Specialist and SME for the Department of Technology, Management, and Budget. This position serves as DTMB’s strategic lead for the employee engagement survey, from the planning stage to execution of the survey and evaluating results post survey. This position consolidates complex data, provides analysis and interpretation, leads action planning teams, and prepares reports having strategic impact. This position consults with and serves as a SME resource for all DTMB offices, managers, and executives, and serves as a strategic partner to DTMB’s equity and inclusion officer (EIO).

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

Establish

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

The work area is responsible for enhancing DTMB’s performance through a variety of services, including process improvement, IT governance, metrics consulting, employee engagement, customer satisfaction, administration of policies and forms, and other strategic initiatives. This position serves as the strategic specialist for DTMB in the area of employee engagement.

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 Specialist 13 - 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive technical knowledge of strategic planning, performance management, employee engagement, organizational development, equity and inclusion, and leadership development

Ability to conduct research and apply best practices

Extensive knowledge of the department's organizational structure, work areas, and services

Extensive knowledge of surveys, survey administration and data analysis

Ability to manage large department-wide projects and meet deadlines

Ability to analyze and evaluate a variety of data for use in program development

Ability to communicate effectively both orally and in writing

Ability to act independently, to manage time and resources to ensure work of others is completed efficiently and accurately

Ability to lead project and action planning teams and function as an integral part of a team

Excellent presentation, facilitation, and consulting skills

Ability to develop and maintain excellent professional relationships with multiple stakeholders and partners

Expert proficiency with Microsoft Office Suite Software including Teams and SharePoint

Ability to conduct needs assessments

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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 **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

N/A

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

AMY MILLER — **Appointing Authority**

11/29/2023 — **Date**

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 **Date**