

State of Michigan  
Civil Service Commission

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

Position Code

1. DEPTALTAD50Y

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-COM HEALTH CENTRAL OFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Policy, Planning, and Operational Support (PPOS)
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL ANALYST-A	<b>10. Division</b> Victim Services
<b>5. Working Title (What the agency calls the position)</b> Contract Analyst	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> GLASS, TWANISHA; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> NAGEL, ELIZABETH; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> Grand Tower, 235 S. Grand, Lansing, Option for remote by agreement / 8a-5p; M-F

### 14. General Summary of Function/Purpose of Position

The Division of Victim Services manages over 480 subrecipients contracts/grants and interagency agreements with a budget of more than \$120 million. The Grant/Contract Analyst position is responsible for development and implementation of needs assessments for victim services, development of Requests for Proposals (RFP) for specified crime victim grant/contract services, evaluation of local entity grant/contract applications, monitoring grant/contract services to assure program and fiscal compliance with state and federal requirements, and provision of guidance and technical assistance to grantee organizations. Development and implementation of grant/contract services is done in compliance with state contract management practices utilizing the EGRAMS system. This position is the sole point of contact for the coordination, planning, service implementation for assigned grants/contract. The position is responsible for all aspects of contract administration for these programs including determination of grants/contracts, negotiation of budget within the federally allowable costs, daily administration of the grants/contracts, review and approval of all programmatic and fiscal reporting, compilation of all program information for submission to the Department of Justice, reconciliation of expenditures, adherence to policy and protocol requirements, etc.

- Serve as the liaison and sole point of contact for the grant designations assigned.
- Lead all aspects of program development, budgeting, bidding and contract establishment, and administration for assigned grants
- Coordinate policy and procedures with the Division of Victim Services contract team.
- Recommend alternative strategies to address and resolve a variety of program implementation issues and problems.
- Review and interpret state and federal regulations for up to 19 funding sources.
- Develop and implement data collection system to maintain all records regarding service delivery and prepares required reports.
- Coordinate ongoing process improvement initiatives, special projects, etc.

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: 65**

Victim Service Coordination - Act as the sole and recognized point of contact responsible for the coordination, planning, service implementation and programmatic monitoring for assigned contract group. As a department analyst in the program office, the position serves on the victim services grant administration team. The team coordinates provision of contracts to assist crime victims throughout Michigan.

**Individual tasks related to the duty:**

- Act as the sole contact and recognized expert in the Division for the assigned contracts.
- Propose alternative strategies to address and solve a variety of issues and problems regarding service and program implementation.
- Interpret existing and proposed laws and regulations and ensure that contracts and service data reported are consistent with those regulations and make recommendations to the Division contract coordination team regarding possible program implications and revisions.
- Review contractor budgets for allowable and eligible costs consistent with federal and state funding requirements and written Division guidelines and regulations. Identify issues and inconsistencies and oversee resolution of those with grantees.
- Provide technical assistance to community crime victim services organization in the application of state and federal requirements; provide clarification when the requirements are not clear concerning programs and services.
- Assist grantees/contractors in the interpretation and application of federal and state funding requirements for budgetary expenses that are not clear. Identify issues and assist grantees/contractors in determining options to resolve problems.
- Process contract amendments, as needed, to address changes in service needs.
- Analyze programmatic reports submitted by community crime victim services organizations for accuracy and make recommendations regarding changes.
- Implement and administer Interagency Agreements with State partners as needed to address specific needs.
- Implement and administer statewide projects as needed to address specific needs.

**Duty 2**

**General Summary:**

**Percentage: 15**

Victim Services Planning - As a senior department analyst in the Division, assesses service needs, develop and implement plans to ensure 24 hour crisis intervention, emergency shelter, counseling, and advocacy services through the state to crime victims and their dependent children.

**Individual tasks related to the duty:**

- Determine surveys and special studies that are needed; develop, or lead development of the survey/study, analyze compiled data, develop recommendations for team and management consideration.
- Work with Statewide grantees, as needed, in the development of the crime victim needs assessment/funding gap analysis.
- Determine needs assessment/funding gap analysis needs, develop format for statewide collection of data, analyze data, and develop recommendations for team and management consideration.
- Based on service gaps, and in accordance with federal and state regulations, develops mechanisms for identifying and selecting effective and appropriate community-based service programs to provide these services.
- Develops drafts and finalizes RFPs to address service gaps, serve as a liaison to Contract Management concerning finalization and release of RFPs, participate in group reviews and final rating of grant applications, and prepare clarifying follow up proposal questions.
- Take the lead in writing deferral discretionary grant applications and budget development, as needed, to address funding gaps and/or special projects.

**Duty 3**

**General Summary:**

**Percentage: 15**

Participate as a member of the Division contract team in providing Statewide technical assistance and training.

**Individual tasks related to the duty:**

- Lead the design and presentation of training (in person and webinars) specific to contract administration processes and practices; includes best practices related to the contract series assigned.
- Create and oversee/maintain an up-to-date library of webinars and new materials specific to new and emerging issues, common contract administrative challenges, etc.
- Design and implement Statewide training specific to grant implementation and administration.
- Serve as the designated staff liaison for Statewide training contracts.
- Interpret and explain federal and state law, policies and procedures for grantees as they relate to a program or service area; provide clarification when the requirements are not clear concerning programs and services.
- Design and conduct surveys or special studies as needed to support development of training and technical assistance efforts.
- Develop and design technical assistance opportunities and trainings for specialized funding/programmatic areas.

**Duty 4**

**General Summary:**

**Percentage: 5**

Miscellaneous duties as assigned

**Individual tasks related to the duty:**

- Work in partnership with the Division audit and Quality Assurance teams in addressing financial and programmatic issues identified in on-site visits and desk reviews.
- Work in partnership with Division financial staff to ensure appropriate documentation and in finalizing funding plans.
- Serve as the DHHS representative at federal trainings and webinars regarding reporting requirements.
- Annually analyze federal regulations for federal funding and revise reporting forms as needed for consistency with federal requirements.
- Lead workgroups to create and propose policy and procedural changes to management

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

The position will function as a part of the Division contract team and will coordinating activities with other professional staff and resolving related work problems to ensure consistency across the Division.

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

Recommendation for final approval of grant or contractual payments to providers, final award of grants or contracts to service providers.

**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.**

May require evening and/or weekend work

**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):**

- |   |  |
|---|--|
| <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?**

This position is responsible for assigned grants/contracts administration assigned and for a technical assistance/training contract. For the assigned contracts, the position reviews budgets for service delivery, monitors grant/contract reporting requirements, recommends grants/contracts for funding and provides technical assistance to domestic violence and sexual assault service providers.

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

Updated division names and general summary. No changes to duties or tasks. Added preferred experience.

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

The Division of Victim Services is funded through a variety of state and federal funds aimed at improving services for crime victims. The Division contract coordination team is responsible for all aspects of contracting for crime victim services.

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

