

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTE

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) Executive Office
4. Civil Service Position Code Description Departmental Analyst-E	10. Division
5. Working Title (What the agency calls the position) Legislative Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor DESOUZA, NEIL A; STATE ASSISTANT ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor GUERRANT, KYLE; DIRECTOR	13. Work Location (City and Address)/Hours of Work 320 S WALNUT ST; LANSING, MI 48933 / 8:00 a.m. to 5:00 p.m. Monday through Friday

14. General Summary of Function/Purpose of Position

The Legislative Analyst plays a key role within the DTMB Director's Office, supporting a department of nearly 3,000 public servants who deliver essential administrative services to all state government agencies. This role provides critical support to DTMB's legislative, engagement, and transparency functions while helping advance the department's mission and priorities.

Working closely with the Legislative Director and Freedom of Information Act (FOIA) Coordinator, this position analyzes legislation, coordinates legislative inquiries, researches and prepares policy analyses and correspondence, manages constituent requests, supports legislative hearings, and assists with the administration of DTMB's FOIA program. This position is responsible for constituent responses and for conducting in-depth research as needed to prepare DTMB leadership to advise on legislative strategy, or to prepare DTMB leadership to present to the legislature.

The position collaborates extensively with DTMB leadership, state agencies, the Executive Office of the Governor, legislators, and external stakeholders to advance departmental priorities while promoting responsive, transparent, and effective government.

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: 50

Under the direction of the Legislative Director, this position serves as the legislative policies and legal program analyst and researches and advises on the legislative process and legal services. This role analyses the department position on legislation and legislative inquiries; supports DTMB at legislative hearings; research and reviews procedures, policies, and guidelines to facilitate tracking of legislation; drafts written communications on legislation; and assists with legislative communication. Serve as legislative liaison for DTMB legislative affairs with the Governor's Office, legislators and their staff, fiscal and partisan staff, state and local officials, and stakeholder groups.

Individual tasks related to the duty:

- Research and prepare responses to legislative inquiries and make recommendations on the release of information and content of those responses
- Consult with DTMB divisions on program issues and review their responses intended for legislative stakeholders.
- Draft policies, legislation, and legislative analyses aligned with DTMB and Executive Office priorities.
- Collaborate with DTMB staff on legislative concerns or suggestions and present proposals to the DTMB leadership.
- Assist in the preparation of testimony for legislative committees, including gathering input from other state departments and agencies to present unified positions.
- Maintain constituent relations database.
- Organize meetings with legislators and staff, in coordination with DTMB Legislative Director.
- Oversee department's legislative calendar.
- Make recommendations on constituent issues, such as what information can be provided or if matters need to be assigned to a division or other staff member to handle.
- Research and analyze the status and potential impact of legislation on DTMB.
- Research and analysis of legislative and policy history.
- Monitor legislative and committees' meeting schedules.
- Serve as a liaison between DTMB leadership and internal and external stakeholders, fostering collaborative relationships that support departmental priorities and facilitate the timely exchange of information.

Duty 2

General Summary:

Percentage: 30

Assistant FOIA Coordinator

Individual tasks related to the duty:

- Maintain accurate tracking and monitoring of FOIA requests, appeals and responses, ensuring compliance with statutory deadlines.
- Serve as backup liaison between DTMB and the AG, Executive Office of the Governor's Legal Division and other agency FOIA coordinators and public information staff.
- Attend FOIA training conducted by the Attorney General's Office.
- Participate in executive branch FOIA coordinator meetings.
- Route FOIA requests to the appropriate area for collection of responsive records.
- Meet with liaisons or executive leaders to ensure all responsive documents are collected.
- Review records to determine whether they meet the criteria of the request.
- Review FOIA requests and draft response letters.
- Make recommendations to the FOIA Coordinator regarding the exemption of requested public records or portions thereof from disclosure.
- Make redactions as necessary, documenting any exemptions taken in the official response letter.

Duty 3

General Summary:

Percentage: 20

Perform other duties as assigned.

Individual tasks related to the duty:

- Complete special projects.
- Attend key meetings to capture important information and define follow up strategies.
- Prepare and disseminate event materials, including research, presentations, briefing reports/talking points.

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

- Decisions regarding the relative priorities of concurrent legislative activities.
- Decisions regarding the resolution of issues on which the department's position can be inferred from general policies or precedents.
- Decisions regarding when a question or issue should be referred to DTMB leadership for either resolution or endorsement of a recommendation.
- Decisions regarding the specific options or recommendations to be submitted to DTMB leadership which can significantly influence ultimate decision-making.

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

Items that are sensitive in nature or will have a high impact. Decisions with financial or political implications.

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.

General office environment – sitting and standing, slight bending, lifting office supplies, and computer 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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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, management prepared.

23. What are the essential functions of this position?

This position analyzes legislation, coordinates legislative inquiries, researches and prepares policy analyses and correspondence, manages constituent requests, supports legislative hearings, and assists with the administration of DTMB's FOIA program. This position is responsible for constituent responses and for conducting in-depth research as needed to prepare DTMB leadership to advise on legislative strategy, or to prepare DTMB leadership to present to the legislature.

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 Director's Office directs all departmental program activities, sets departmental policy and procedures, and provides the direction and leadership to ensure the department's mission is accomplished. This position serves as a department analyst within the Director's Office, assisting with legislative and FOIA support.

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.

Alternate Education and Experience**Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong communication skills.
- Familiarity with office equipment and technology and the onboarding process.
- Ability to simultaneously handle multiple tasks and be able to use discretion and good judgment.
- Ability to research using a variety of resources.

CERTIFICATES, LICENSES, REGISTRATIONS:

n/a

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.

TENERA TROTTER

9/10/2026

Appointing Authority

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