

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
	LEO-MSF-MEDC
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Economic Development Incentives
4.Civil Service Position Code Description	10.Division
Departmental Analyst 9-11	Community Development Incentives
5.Working Title (What the agency calls the position)	11.Section
Brownfield/MCRP Program Analyst	CD Incentives
6.Name and Position Code Description of Direct Supervisor	12.Unit
Jake Winder, Manager, Community Development Incentives (Non-State Supervisor)	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Lori Mullins, State Administrator 17	300 N. Washington Square, Lansing, MI 48913 Monday - Friday; 8:00 a.m. - 5:00 p.m

14. General Summary of Function/Purpose of Position

This analyst position is responsible for reviews of Michigan Community Revitalization Program (MCRP grant incentives and Brownfield Tax Increment Financing (TIF) incentives. This position performs statutory reviews for Act 381 Work Plans and for MCRP and prepares briefing memos and resolutions for the MSF Board and/or MSF Board Delegates.

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 of Duty 1 **% of Time** 75

Conduct statutory reviews of Brownfield and MCRP projects.

Individual tasks related to the duty.

- Perform statutory review of Brownfield 381 Work Plans and Michigan Community Revitalization Program applications..
- Interpret legislation, policies and guidance and also communicate with stakeholders about relevant applications.
- Reviews various programmatic documents to ensure their completeness and compliance with both statutory and policy requirements.
- Prepares and reviews briefing memos and pre-approval letters for presentation to the MSF Fund Manager, Delegates of the MSF, or Michigan Strategic Fund Board.
- Prepares for meetings with project stakeholders by preparing materials and meeting invitations; records and distributes meeting notes.
- Analyze and interpret project data received from community and/or developer. Thoroughly analyze project materials and make recommendations to leadership on whether or not state support should be awarded.
- Reviews, processes, and prepares amendment requests for approvals and/or changes to previously approved projects.

Duty 3

General Summary of Duty 3 **% of Time** 20

Support community assistance team and other field staff in scoping and vetting early-stage projects.

Individual tasks related to the duty.

- Communicate about program guidance and parameters as they relate to specific projects that are in Salesforce Stage 0 or earlier
- Conducts technical assistance visits and calls with companies and local units of government to review procedures for obtaining incentives.
- Prepares for meetings with project stakeholders by preparing materials and meeting invitations; records and distributes meeting notes.

Duty 4

General Summary of Duty 4 % of Time 5

Perform other duties as assigned.

Individual tasks related to the duty.

- Assist in communication about brownfield reporting and assisting brownfield redevelopment authorities with completing their annual reporting requirements.
- Perform other duties as directed by management.

Duty 5

General Summary of Duty 5 % of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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

Interpret, review and determine completeness of brownfield work plans including analysis of tax increment financing spreadsheets. Interpret, review and determine completeness of Michigan Community Revitalization Program applications and other intake materials including analysis of project proformas. Provide direction to applicants and to Brownfield Redevelopment Authorities. Evaluate data for accuracy. Independently determine work priorities.

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

Recommendations for Board or Delegate approval.

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.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

The job requires occasional travel throughout the State of Michigan, including the Upper Peninsula.

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?

23. What are the essential functions of this position?

Statutory review and project communication.

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

New position. (Duties previously performed by an MEDC corporate employee.)

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

The Brownfield/MCRP/SmartZones Section is responsible administers programs that provide financial incentive packages to real estate investors for the redevelopment of brownfield and historic properties within Michigan's urban and downtown areas. This section is responsible for the monitoring, reporting, and compliance of the MCRP grants and loans, brownfield tax increment financing tools and the monitoring, reporting, and compliance with the SmartZone agreements and legislation. Also provides technical assistance and training to new and existing staff members regarding various packaging options.

This position will review projects to ensure compliance with Act 381 of 1996, as amended and with the requirements and guidelines of the Michigan Community Revitalization program and upon successful project evaluation, the position shares responsibility for preparation of memos and resolutions necessary to seek Michigan Strategic Fund Board approval.

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.

Prefer at least one year of experience administering similar community development grant programs, business development grant programs and/or loan programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read, analyze, and interpret technical journals, legal and contractual documents, and financial reports.
2. Ability to function with strong written and verbal communication skills.
3. Ability to write reports, business correspondence and procedure manuals.
4. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
5. Ability to define problems, collect data, establish facts and draw valid conclusions.
6. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
7. Ability to grasp the industry/position-specific software with minimal training.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required. Applicants with National Development Council (NDC) or International Economic Development Council (CEdC) certification 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.