

Position Code
1. DEPTALTE923N

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
	Department of 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-E (9-P11)	Executive Office
5. Working Title (What the agency calls the position)	11. Section
Legislative Analyst	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Dylan Gebhard, Legislative Liaison/Unclassified	Office of Legislative Affairs
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Ann Larson, Deputy Director/Unclassified	525 W. Allegan St., Deborah A. Stabenow Building, Lansing, MI 48933 8:00 am-5:00 pm, Monday-Friday

14. General Summary of Function/Purpose of Position

This position will assist with and support the work of the Department of Environment, Great Lakes, and Energy's (EGLE) Legislative Liaison by analyzing legislation and coordinating the analysis of legislation. In addition, this position will inform the Legislative Liaison of potential impacts of legislation and assist with developing legislative priorities based upon department policies and in collaboration with other members of EGLE's management team, helping to build positive legislative relationships, and acting as the point of contact for constituent inquiries and concerns.

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** 50

Act as a point of contact between EGLE and members of the Michigan Legislature and their office staff regarding constituent concerns and inquiries.

Individual tasks related to the duty.

- Research and handle inquiries appropriately and in a timely manner by providing the requested information or routing to the appropriate EGLE staff for handling.
- Represent EGLE in meetings with legislators, their staff, and their constituents, as directed.
- Maintain the constituent relations database.
- Follow up on issues as needed.
- Organize meetings with legislators and staff.
- Organize, coordinate, and attend meetings/events with legislators and constituents in their districts.
- Oversee EGLE's legislative calendar.

Duty 2

General Summary of Duty 2 **% of Time** 30

Research and analysis of legislative bills. Monitor and track legislation that has the potential to impact Michigan's natural resources.

Individual tasks related to the duty.

- Coordinate and assist in the research and analysis of legislative bills.
- Track advancement of bills through the legislative process.
- Monitor legislative session and committees' meeting schedules.
- Attend legislative sessions and committees to gather information on legislation for the Legislative Liaison.
- Provide updates to the Legislative Liaison.
- Maintain legislative information, including bill files and database.

Duty 3

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

Develop and maintain positive and mutually respectful relationships with members of the Michigan Legislature and their respective staff in order to effectively work cooperatively on legislation with potential impacts on Michigan's natural resources and/or EGLE management efforts.

Individual tasks related to the duty.

- Assist the Legislative Liaison to develop strategies to help inform legislators on issues related to EGLE.
- Maintain respectful and mutually beneficial relationships with federal, state, and local government officials, as opportunities are available.

Duty 4

General Summary of Duty 4 **% of Time** 5

Assist the Legislative Liaison to prioritize and promote legislative initiatives and working with EGLE staff to accomplish established goals.

Individual tasks related to the duty.

- Assist the Legislative Liaison to develop strategies, proposals, and plans to accomplish EGLE's legislative priorities.

Duty 5

General Summary of Duty 5 **% of Time** 5

Assume other responsibilities as given by the Legislative Liaison.

Individual tasks related to the duty.

- Other duties as assigned.

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

Decisions made independently include those based on existing policy or precedent or which are not of a sensitive nature. Politically sensitive and complex issues.

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

Some final work products must have the Legislative Liaison's and/or Deputy Director's review/approval. Any decisions that have budgetary impact and/or high visibility, sensitive or controversial. Changes to existing policy, procedures, 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.

This is a standard office environment using a computer and phone most of the day. Standing, stooping, walking, sitting, kneeling, and bending are all required in order to successfully complete the tasks of this position.

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>
N/A			

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 will assist with and support the work of EGLE’s Legislative Liaison by analyzing legislation and coordinating the analysis of legislation. In addition, this position will inform the Legislative Liaison of potential impacts of legislation and assist with developing legislative priorities based upon department policies and in collaboration with other members of EGLE’s management team, helping to build positive legislative relationships, and acting as the point of contact for constituent inquiries and concerns.

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

There are no substantial changes.

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

This office serves as the primary point of contact between EGLE and members of the Michigan Legislature and handles all legislative matters. This position will assist the Legislative Liaison.

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:

Ability to prioritize work and meet deadlines.

Ability to communicate both orally and in writing with individuals of all levels and capacities.

Ability to work independently with limited supervision.

Knowledge of the principles and practices of research and analysis.

Ability to interpret laws, rules, and regulations relative to the work.

Ability to learn and utilize existing and new computer processes.

Knowledge of the legislative process and governmental organization and structure.

Ability to organize, evaluate, and present information effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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

3/30/26

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.