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|  |  | |  |  | | --- | --- | | |  | | --- | | 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** | |  | Labor and Economic Opportunity | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  |  | | **4. Civil Service Position Code Description** | **10. Division** | | Senior Executive Assistant Director 16 |  | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Outreach Director |  | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | Susan Corbin, LEO Director |  | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | |  | Monday-Friday, 8:00-5:00  Lansing, MI | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position participates in the formulation and implementation of policies and programs critical to the mission and vision  of the Department. This position advises and assists with the direction of activities with the Department of Labor and  Economic Opportunity (LEO) with primary focus on the strategic focus areas outlined in the department’s strategic plan.  The incumbent serves as a liaison between the LEO Executive Team and the seventeen LEO agencies and offices to ensure alignment of vision and policy plans. | | | |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **70** | | Serve as the Department Director’s Outreach Director and as a member of the LEO Executive Team assisting with major strategic initiative across LEO agencies with particular focus on outreach to key stakeholders to build support for initiatives and projects that impact LEO’s strategic plan. | | | | **Individual tasks related to the duty:** |  |  | | * Serve as an assistant and advisor to and representative of the Department Director with state government officials and LEO agency leadership. * Assist in identifying business, education, community and labor leaders to provide input on the development of Department priorities. * Lead efforts to identify talent within and outside LEO to support the work of the Department and manage efforts to align the work of the Task Force and other state agencies with the work of philanthropy, community organizations and local leaders. * Assist in identifying potential candidates to serve on LEO Boards and Commissions. * Serve as a liaison between board members, LEO Executive Office and the departments bureaus and agencies. * Ensure LEO agencies, boards and commissions activity are aligned with the Department’s strategic initiatives. * Coordinate and/or monitor project assignments of key department initiatives or key initiatives of boards and commissions. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **30** | | Responsible for developing work plans that include community engagement and messaging as it relates to engaging stakeholders in supporting key department initiatives that are part of the strategic plan | | | | **Individual tasks related to the duty:**  Serve as a member of the Director's Executive Team, formulating and establishing overall department policies, priorities, perspectives and philosophy particularly as it relates to community outreach and stakeholder engagement | | | | * Apprise the Director and other department leadership of controversial or sensitive matters. * Conduct research and analysis for the Director on various challenges and key metrics. * Perform other duties as assigned | | | | | | | | | | |  |
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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.** | | |  |  | | |  | | --- | | This position has authority to respond and take independent action in carrying out daily assignments to achieve the department’s goals. Requires extensive independent judgment within the overall mission of the department.  Decisions made in this position affect statewide programs. | | | | | | | | |  |
|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Exceptional circumstances and sensitive issues not covered by law, policy and procedures that would affect the department and administration. | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes. | | | | | | | | | | |  |  |  |  |  |  |  |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | Serve as the Department Director’s Outreach Director and as a member of the LEO Executive Team assisting with major strategic initiative across LEO agencies with particular focus on outreach to key stakeholders to build support for initiatives and projects that impact LEO’s strategic plan. | | | | | | | | | | |  |  |  |  |  |  |  |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | Working title change only. | | | | | | | | |  |  |  |  |  |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The Director’s Office is responsible for the overall mission of the Department of Labor and Economic Opportunity. This  position will assist the director in achieving the department’s strategic plan. Serve as the Department Director’s Outreach Director and as a member of the LEO Executive Team assisting with major strategic initiative across LEO agencies with particular focus on outreach to key stakeholders to build support for initiatives and projects that impact LEO’s strategic plan. | | | | | | | | | |  |  |  |  |  |  |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Two years of professional, P11-level experience or one year of professional 12-level experience as a senior-level worker, a manager, or a staff/program specialist (includes administrative assistant) or equivalent. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Knowledge of the basic mission of the principal department; ability to advocate positions, communicate ideas and information, and work effectively on teams in support of common objectives; and the ability to identify key internal and external contacts and maintain networks in support of departmental needs and interests, and the ability to generate understanding and support from the Executive Office, legislators, professional organizations, and governing boards or commissions. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None required. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None required. | |  | |  |  |  | | | |  |
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