

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPSPL3E87N

Civil Service Class and Level: Departmental Specialist 14

Working Title (What the agency calls the position): Assistant to Workforce Development Director

Name and Position Code Description of Direct Supervisor: Johnson, Krista; Senior Management Executive

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Employment and Training (E&T)/Workforce Development (WD)

Work Location (City and Address)/Hours of Work: 320 S. Walnut St., Lansing, MI / M-F, 8am-5pm (eligible for flexible and/or hybrid)

General Summary of Function/Purpose of Position: This position serves as an assistant to the Director of Workforce Development within LEO's Office of Employment and Training. The position advises and assists the Director in all areas of responsibility; responds to complex inquiries; carries out research and special projects as assigned by the Director; assists in program planning, policy, and procedures development; participates in budget development; oversees the grants acquisition process; and represents the Director at various meetings.

Assigned duties and tasks for each duty.

Duty 1: Serve as an assistant to the Director of Workforce Development. Advise and assist the Director in all areas of responsibility.

- Assist with responding to inquiries from the Governor's Office, legislators, other state departments, LEO Executive Office, other areas of LEO, E&T Executive Office, external partners, and stakeholders.
- Conduct strategic research and analysis on a wide variety of workforce development related topics.
- Assist with overseeing and carrying out special projects within Workforce Development.
- Assist with program planning, policy, and procedures development by providing strategic knowledge and insight.
- Participate in annual budget development process.
- Review and analyze monthly budget reports provided by LEO Budget and flag items needing follow up for the Workforce Development Director and Deputy Director.
- Assist Workforce Development Director and Deputy Director with tracking of all assignments and deadlines.

Duty 2: Oversee the bureau's grants acquisition process.

- Identifying funding opportunities that align with the bureau's mission and strategic goals.
- Sharing potential funding opportunities with Workforce Development leadership to determine viability of application submission.
- Working with program teams to design project scopes, draft narratives, and build competitive budgets.
- Ensuring submission of grant application packages for funding opportunities.
- Maintaining tracking report for funding opportunities that details current status.
- Working with program teams to ensure appropriate grant implementation plans are constructed to ensure successful grant implementation and execution.

Duty 3: Other duties as assigned.

- Participate in workgroups, as assigned.
- Represent the Workforce Development Director and/or Deputy Director at various meetings, as requested.
- Assist the WD Deputy Director with tasks or projects, as requested.

Types of decisions made independently and whom or what those decisions affect: This position has the authority to respond and take independent action in carrying out daily tasks to achieve the position's job duties. The position requires independent judgement to successfully carry out daily work assignments, track projects and deadlines, and support the implementation of priority programs and initiatives. Decisions made in this position affect statewide programs/initiatives and partners, and have important political, economic, and social impact.

Types of decisions that require the supervisor's review: When executive direction is not clear, and for issues that are sensitive or political in nature.

Physical effort used to perform this job and environmental conditions of this position: This position requires physical effort normally associated with an office environment. The ability to use a computer and computer programs associated with a general office environment is also required for this position. This position requires in-and-out-of-state travel and working outside the normal work hours on a regular basis as operational needs dictate.

The essential functions of this position: This position serves as an assistant to the Director of Workforce Development within LEO's Office of Employment and Training. The position advises and assists the Director in all areas of responsibility; responds to complex inquiries; carries out research and special projects as assigned by the Director; assists in program planning, policy, and procedures development; participates in budget development; oversees the grants acquisition process; and represents the Director at various meetings.

The function of the position's work area and how it fits into that function: Workforce Development's vision is to promote a flexible, innovative, and effective workforce system within the state of Michigan. To accomplish this, Workforce Development supports a demand-driven workforce system, assists the structurally unemployed with financial independence, advocates for the integration of workforce development into the K-12 school system, and supports the alignment of workforce development with economic development efforts.

This position works directly for the Workforce Development Director to assist in the operation of the bureau. The Workforce Development Director is responsible for the state's workforce development strategy, programs, plans, policies, and processes in accordance with federal and state laws, rules, regulations, and guidance.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

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Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work of the bureau.

Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to communicate with others verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.