

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPTALTA

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Legislative Affairs
5. Working Title (What the agency calls the position) Legislative Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor SMITH, BRENNAN B; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HICKS, JAYSHONA S; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Lansing, MI / Mon-Fri, 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

This position is responsible for providing legislative, policy, and constituent relations support to the LEO-Legislative Affairs Division. The position entails being a recognized resource and legislative analyst for the department, with a focus on workforce and talent issues. The role involves monitoring relevant legislative activities, writing bill analyses, conducting in-depth research on policy issues, tracking and ensuring timely submission of legislative reports, and attending legislative meetings and hearings on behalf of LEO when the Legislative Director and/or Deputy Director are not available. Additionally, the position may assist with legislative issues for other LEO agencies to ensure timely and efficient handling of department-wide legislative issues.

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: 60

Serve as a recognized resource for LEO regarding legislative issues and constituent matters involving assigned programs in the areas of workforce and talent.

Individual tasks related to the duty:

- Prepare legislative analysis and summaries on newly introduced and amended legislation.
- Provide legislative liaison and technical expertise through written and verbal communication to the Governor's Office, state legislators, staff, and agencies, department officials and staff, local government officials, industry officials, advocacy groups and other internal and external customers.
- Contact legislative offices to obtain background information on legislation that affects assigned bureaus within LEO and provide such information to appropriate agencies and bureaus.
- Evaluate and interpret existing and proposed statewide and federal legislation, policies, and procedures to determine impact on LEO initiatives.
- Collaborate with legislators, state officials and staff, local government officials, industry officials, advocacy groups and other internal and external customers as needed to reach consensus on legislative initiatives.
- Monitor legislative and committee processes to track and analyze legislation pertinent to LEO.
- Represent the department at legislative committee meetings and workgroups.
- Draft and recommend legislative changes to existing legislation.
- Consult with program officials and staff to facilitate problem resolution for legislators on their constituent issues.
- Ensure that responses comply with time-sensitive deadlines, appropriate statutes, rules, regulations and department guidelines and policies.

Duty 2

General Summary:

Percentage: 30

Provide assistance to legislative offices and the general public in resolving complex, sensitive and confidential constituent cases related to the mission, goals, and function of assigned programs.

Individual tasks related to the duty:

- Facilitate the investigation, review and resolution of constituent issues.
- Continuously increase knowledge in designated program laws, procedures, policies and programs.
- Attend meetings with legislative offices and interest groups to explain department programs and policies.
- Mediate matters of differences between legislative offices and the department.

Duty 3

General Summary:

Percentage: 10

Responsible for special projects and other duties, as assigned.

Individual tasks related to the duty:

- Represent Office and Department Director at multi-department committees, councils, and workgroups dealing with non-legislative issues.
- Conduct and compile research on various state and national issues, as assigned.
- Evaluate existing programs and recommend potential changes to obtain greater program efficiency and effectiveness.

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

Managing work schedule and time allotted for assignments and duties, responding timely to constituent issues, responding immediately or within a short timeframe to Legislators and legislative staff with legislative and program information. Legislators, legislative staff and general public constituents often need an immediate response in order to meet a deadline imposed by legislative leadership, legislative committee hearings or by a department program. Failure to provide accurate timely information may result in non-movement or denial of legislation, licensure, or benefit payment.

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

Highly or politically sensitive issues and those involving a substantial commitment of Department resources.

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.

Typical office setting, long periods working on computer, walking to and from legislative committee meetings during incremental weather. May require occasional unusual work hours or traveling.

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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?

Legislative Analyst representing the Department through the legislative process; serving as the recognized resources assigned programs in the areas of workforce and talent. Independently works with legislators and staff and the governor's office in dealing with constituent relations and legislation pertaining to the department. Must be able to work long periods of time on computer, be able to travel to and from legislative committee meetings. Position requires occasional unusual work hours or traveling.

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 Legislative Affairs is responsible for serving as the liaison for the Legislature and Governor's Office on legislative issues pertaining to LEO. This position is a representative of the department in matters which pertain to the legislative process.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess knowledge of the legislative process

Must be able to independently establish priorities and work under pressure with little to no direct supervision or instruction.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

None

I certify that the entries on these pages are accurate and complete.

SARAH PEARSON

4/22/2024

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