

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTE

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) Unemployment Insurance Agency
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Finance & Analysis
5. Working Title (What the agency calls the position) Data Analyst - Reporting	11. Section Administrative Services
6. Name and Position Code Description of Direct Supervisor DEBURGHGRAEVE, MICHAEL; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor CICCONE, DEBORAH; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work TBD - (Based upon selected candidate home location - Lansing or Detroit) / Monday – Friday 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This position serves as a resource for the use of Power BI platform and completes and oversees a variety of professional assignments relating to the production of standard and ad-hoc reporting utilizing the Power BI Platform. Primary responsibilities include creating reports; extracting, compiling, and analyzing data for the purpose of State Mandated and Internal Management Reporting; creating SQL queries for same purpose; and making suggestions for improvements to the reporting interface.

Responsibilities include, not limited to, the use of multiple computer applications and databases to extract, compile and analyze data to create short and long term historical models and projections.

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: 50

Extracting, compiling, and providing analysis of unemployment program data for the purpose of both federally mandated and internal management reporting, to ensure compliance with Federal reporting requirements and to provide actionable data analysis to agency leadership and other internal stakeholders.

Individual tasks related to the duty:

- Responsible for the design and creation/programming of custom Power BI reports within the MiUI system to meet one-off and recurring business needs within the division.
- Ad hoc and regular research and analysis of complex unemployment data to provide context and actionable information surrounding the efficiency and effectiveness of the unemployment program.
- Liaison to other agency divisions to assist in report development on an ad-hoc basis to meet their reporting needs as those needs arise.
- Production of other reports and dashboards that will assist agency leadership in better understanding the unemployment program's operations.
- Associated recommendations on policy, procedure, and system changes drawn from this research and data extraction.
- Similarly, recommendations on best practices related to data collection to fill the agency's data gaps or better understand how new information could assist agency leadership.

Duty 2

General Summary:

Percentage: 30

Extraction and analysis of programmatic data from the state unemployment system; development of in-house documentation to support future data needs.

Individual tasks related to the duty:

- Evaluation or interpretation of that data (in the form of memos, written reports, infographics, or other reporting tools or products) in the context of specific requests, i.e., the ability to turn raw data into actionable or insightful intelligence, especially with respect to the goals and core metrics of the unemployment program.
- Development of SQL queries to extract unemployment tax and claims information from the MiUI database in order to meet both regular and one-off data needs.
- On an ongoing basis, the creation and maintenance of internal supporting documentation to support future efforts in this area, such as maintenance of a data dictionary, table definitions, documentation to explain how various database tables are interrelated, and other documentation necessary to expedite and to avoid pitfalls in future data extraction.
- Assistance to other division analysts in the development of their own query tools, using documentation and knowledge gained above.

Duty 3

General Summary:

Percentage: 20

Other duties as assigned.

Individual tasks related to the duty:

- Other related duties as assigned by the section or division manager to further the section goals (finance, staffing, reporting).

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

- Work with other section members or internal stakeholders in other divisions to understand business needs and form a plan for performing the necessary data extraction, report construction/modification/etc. to meet their needs.
- Discuss "work in progress" results with users to establish whether results are within expectations, reports are in usable format, or to discuss any other points necessary to complete tasks.
- Creation and maintenance of documentation the position is intended to develop, as described in the core duties.

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

- Deliverance of final results, especially those of a sensitive or financial nature, or those likely to have some budgetary impact.
- Decisions about whether data can be prepared/compiled and disseminated to external parties.

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.

Employee must be able to function in a standard office environment. Some projects may have a short turnaround time and require work beyond the normal work hours to complete. There is some public speaking, sitting, standing, and operating a computer. This position is not exposed to any unusual environmental conditions.

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"/> 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?

To build and improve the reporting facilities within the state's new unemployment system to meet the needs of our own and other divisions. To provide ad hoc data analysis to support operational decision-making. To make suggestions regarding infrastructure improvements in furtherance of same.

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 function of the Administrative services section is to provide actionable financial data (projections, ongoing monitoring) to agency leadership in terms of both revenues and expenses; to understand how to relate financial and operational data; to facilitate completion of the annual DOL Resource Justification Model (RJM); to provide liaison service to department-level human resources with respect to hiring/staffing needs and agency organizational structure; to provide expertise in the area of agency contracts (terms, compliance, et cetera) with banks/financial institutions; and to provide liaison service in the area of contracts and procurement to meet agency needs.

This position provides data extraction and reporting expertise to section staff in the furtherance of those goals; additionally, the position will serve as a resource to other divisions as they identify reporting or analysis needs within the new system.

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.

Alternate Education and Experience**Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Power BI and SQL (any dialect)

Knowledge of Microsoft Excel/Access

Knowledge of any preferred data analysis tool (e.g., R).

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.

CLAY BOAK

7/15/2025

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