

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPSPL2

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 MDHHS-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Community Services
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Community Action and Economic Opportunity
5. Working Title (What the agency calls the position) Departmental Specialist - 2	11. Section
6. Name and Position Code Description of Direct Supervisor SCHOENOW, KRISTINE M; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor VAN DAM, PAULA K; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work / M-F 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

This specialist serves as the principal expert and State of Michigan specialist on Michigan Energy Assistance Program (MEAP), Low-Income Energy Assistance Fund (LIEAF), supplemental/additional federal and state funding, and future grant programs. Act 615 of the Michigan Public Acts of 2012 was enacted on March 28, 2013 creating the Michigan Energy Assistance Act. Public Act 95 of the Michigan Public Acts of 2013 (MCL 460.9t) was enacted creating the LIEAF. The Act allows the Michigan Public Service Commission to annually approve a low-income energy assistance funding factor, not to exceed \$50,000,000 to fund the LIEAF. Department of Health and Human Services (DHS/DHHS) has entered an Interagency agreement with the Department of Licensing and Regulatory Affairs (LARA) to perform the administration and monitoring of the MEAP that provides energy assistance to eligible low-income households statewide.

Responsibilities include serving as liaison and advisor to the MDHHS Director, Governor's appointed Commissioners on the Michigan Community Action and Economic Opportunity Commission, Division Director, BCAEO Executive Director, BCAEO staff, Community Action Agencies, utility providers, water providers, and other state agencies on issues related to the MEAP. This position independently researches, collects data, develops project concepts, prepares funding proposals, and provides analyses and recommendations to the BCAEO Executive Director regarding potential projects to be funded by the MEAP-LIEAF as well as other opportunities. The Community Services Specialist advises and coordinates with the Weatherization Assistance Program, MDHHS LIHEAP, community action agencies, and other department staff in developing the complex and highly technical requests for proposals for all grants, and contracts for services that are identified as utility assistance and other projects funded through the BCAEO and related federal/State funds. The position is responsible for administering, monitoring, and implementing grants and contracts for services.

This position will provide a portion of time related to administering program aspects of the CARES Act - Coronavirus Relief Funding (CRF) grants projecting to be between \$50,000,000 and \$75,000,000 including; responsibility for Michigan's programmatic compliance with federal statute and regulations relating to the CRF funds; responsibility for development and submission for a funding plan and/or state plan; responsibility for the federal/state required reporting and responsibility for developing programmatic reports, trends, and opportunities as required by Michigan Public Act 123 of 2003 for the state legislature, the Michigan Community Action and Economic Opportunity, and other interested parties.

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

Responsible for administering, monitoring, and implementing the most complex and technical grants and contracts for services funded under the MEAP grant

Sole responsibility for writing MEAP Policy as well as any BCAEO cross-program policies and maintaining Michigan's compliance with federal and state statute and regulations. Responsible for ensuring performance of all necessary actions for developing effective contracting, ensuring compliance with contract terms, reporting, and grant payments.

Individual tasks related to the duty:

- Research and maintain current and thorough knowledge of federal statute
- Research and maintain current and thorough knowledge of Act 615 of the Michigan Public Acts of 2012 was enacted on March 28, 2013 creating the Michigan Energy Assistance Act. Public Act 95 of the Michigan Public Acts of 2013 (MCL 460.9t).
- Research and maintain current and thorough knowledge of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, P.L. 116-136 Title V of Division A of the third coronavirus relief package; H.R. 748, the Coronavirus Aid, Relief, and Economic Security [CARES] Act
- Liaison with federal and state offices.
- Ensure that changes in regulations are clearly communicated to BCAEO Grant Managers, other relevant MDHHS staff, and Community Action Agencies in a timely and thorough manner.
- Prepare written guidance for BCAEO Grant Managers to assist them with reviewing contracts, plans, and other documents in a manner that is in accordance with current state and federal regulations.
- Analyze need, write, review, and update MEAP policy for inclusion in the Community Services Policy Manual (CSPM) which provides guidance to the statewide network of 28 CAAs.
- Provide clarifications for MEAP policy in the CSPM.
- Research and respond to BCAEO Grant Managers and/or CAAs regarding requests for clarifications
- Ensure that guidance, contracts, and other documents produced by the Bureau of Community Action and Economic Opportunity are in compliance with current regulations.
- Respond to program related requests for information from outside the BCAEO.
- Develop funding proposals for MEAP projects or future grants.
- Organize and participate in CAA service plan meetings, oral presentations, and training.
- Review and approve CAA proposals, work plans and budgets to ensure projects meet objectives.
- Negotiate grant terms and conditions and prepare necessary paperwork to develop a contractual relationship between the State of Michigan and selected grantees.
- Collect and maintain program data needed for reporting purposes.
- Monitor project implementation including review of reports and on-site monitoring and meetings. Interpret state policies as needed.
- Regularly communicate with grantees to ensure a mutual understanding of roles and responsibilities.
- Develop and maintain an advisory workgroup.
- Conduct site visits to determine whether project objectives are being met and to assist and advise grantees in resolving problems.
- Maintain official grant and contract files containing the records of all actions specific to the grant agreement and contract constituting a complete history of the transactions.
- Advise and coordinate with staff during the review of financial status reports and payment requests.
- Monitor project implementation and initiate action when performance is of an unsatisfactory nature.
- Review, approve and process budget revisions, grant amendments, and grant extensions.

Duty 2

General Summary:

Percentage: 20

Principal expert and State of Michigan specialist on MEAP issues related to the statutorily mandated administration, development, amendment, maintenance, and submission of the multi-million dollar MEAP that provides shut-off and other protection for low-income customers and promotes self-sufficiency by all customer classes and multi-million dollar and community needs to low-income vulnerable individuals and families. Serve as liaison to BCAEO Executive Director, other state agencies and organizations, and the general public on issues related to the MEAP grants.

Individual tasks related to the duty:

- Research and develop project concepts that align with the intent of the MEAP grant and others projects including establishing objectives to make recommendations and suggestions for potential impact and strategies for performance improvement and community recovery.
- Sole responsibility for planning, developing, and training MEAP policies and any cross-program policies. This includes all system setups and the identifications of FNPIs.
- Serve as liaison by advising on MEAP grants related toe issues that may affect the State Emergency Relief and Weatherization Assistance program funding.
- Serve as technical advisor and liaison for non-profit, public and private organizations, utilities, water providers, and the general public by responding to questions regarding the programs.
- Process requests in accordance of with the Freedom Of Information Act.
- Throughout the fiscal year, assess and incorporate Michigan's current status, needs, and opportunities for growth in the development of Community Services portfolio.
- Consult with CAA staff, Bureau administration, the Commission on Community Action and Economic Opportunity, Grant Managers, other staff, community partners, and national experts to solicit program recommendations, feedback, and solutions to community needs.
- Compile, review, and analyze recommendations from various sources against current regulations, budget, and other considerations, and make final decisions regarding feasibility for inclusion in the state plans, funding proposals, concept papers, and other reports.
- Gather information from CAAs, the budget office, financial specialists, other staff, and other sources to develop the spending plans for inclusion in the state plan/funding proposals.
- Update, review and monitor the spending plans throughout the fiscal year. Liaison and share information with the budget office, financial specialists, and other staff to resolve any discrepancies in the spending plan.
- Provide public notice and a public hearing for the state plan/funding proposals prior to submission as required by federal regulation.
- Review, assess, and incorporate public comment into the state plan/funding proposals when feasible.
- Submit the state plan/funding proposal in a timely manner as required.

Duty 3

General Summary:

Percentage: 10

Develop reports, and provide recommendations to Executive Director, Community Action Agencies, and other partners regarding the status of MEAP grants including program funding and program operations.

Individual tasks related to the duty:

- Collect data, prepare and provide reports, and provide recommendations regarding annual legislative appropriations to the as needed.
- Collect data and monitor monthly expenditures for grants related to programs.
- Collect data, monitor and report on annual appropriations to the federally funded Low-Income Home Energy Assistance Program (LIHEAP). Provide State Budget Office with monthly financial expenditure reports on CRF. Research and report on the level of funding available to the State of Michigan in the range of Community Services grants.
- Develop and maintain a system for tracking funding, grants and contracts awarded.
- Collect and maintain program data necessary to track and determine funding levels and meet program reporting requirements.
- Analyze ongoing program operations and recommend modifications of policies and procedures to meet statutory requirements and the objectives more effectively.
- Collect data, develop and prepare statutorily required annual report.
- Collect data, develop and prepare program budget and statistical reports.

Duty 4

General Summary:

Percentage: 20

Perform miscellaneous duties to assist staff.

Individual tasks related to the duty:

- Send communication and train grantees relating to MEAP grants.
- Assemble and distribute monthly reports and support documentation to staff and Executive Director.
- Upload all communication from grantees relating to the monthly reports to SharePoint.
- Develop and maintain an annual calendar to be available on SharePoint.
- Setup and maintain systems in statewide database system.
- Perform miscellaneous duties related to the collection and distribution of the monthly reports.
- Represent Executive staff and participate at meetings and public forums addressing issues related to the MEAP grants.
- Attend meetings and monitor progress on projects that could impact or be coordinated with MEAP funded projects.
- 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.

Considerable independent judgment in performing work and selecting proper course of action. This position will make policy recommendations, project direction and implementation decisions. Other decisions include determining appropriate responses to questions from legislators, administrators, non-profit, public and private organizations, and the general public. Decisions made by this position affect policy and program implementation. The position makes decisions regarding program strategies and plans, grant awards and payments and whether projects are being successfully implemented.

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

Major policy decisions, program eligibility and accounting changes, rules and legislative changes, and appropriation requests. Manager approves monthly financial and project status reports of the grantees.

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.

No unusual physical effort or environmental conditions are involved with the position. Some travel may be required. Remote work location may be required.

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?

This specialist serves as the principal expert and State of Michigan specialist on Michigan Energy Assistance Program (MEAP), Low-Income Energy Assistance Fund (LIEAF), supplemental/additional federal and state funding, and future grant programs. Act 615 of the Michigan Public Acts of 2012 was enacted on March 28, 2013 creating the Michigan Energy Assistance Act. Public Act 95 of the Michigan Public Acts of 2013 (MCL 460.9t) was enacted creating the LIEAF. The Act allows the Michigan Public Service Commission to annually approve a low-income energy assistance funding factor, not to exceed \$50,000,000 to fund the LIEAF. Department of Health and Human Services (DHS/DHHS) has entered an Interagency agreement with the Department of Licensing and Regulatory Affairs (LARA) to perform the administration and monitoring of the MEAP that provides energy assistance to eligible low-income households statewide

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

New position. Multiple people were attempting to do this work.

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

This work area oversees and provides guidance and technical support for funding that is granted to 28 Community Action Agencies. This MEAP Specialist position fills a key function by: (1) serving as liaison and advisor to the Executive Director, Commissioners, Division Director, staff, Community Action Agencies and other state agencies on issues related to the MEAP grants (2) serving as technical advisor and liaison for non-profit, public and private organizations, utilities, water providers, and the general public by responding to questions regarding the program requirements, goals, and results 3) developing highly technical requests for proposals for all grants to award funding to grantees and contractors. Serves as the primary contact person to all grantees.

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 Specialist 13 - 15

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:

Please see job specification

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness

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.

N/A

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

JULIE KELLY

3/19/2021

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