

Position Summary

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

Position Code: DEPTALTAR58Y

Civil Service Class and Level: Departmental Analyst-A

Working Title (What the agency calls the position): Organizational Analyst

Name and Position Code Description of Direct Supervisor: BALDWIN, NATASHA M; DEPARTMENTAL MANAGER-3

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Prosperity

Division:

Section:

Unit: Strategic Operations

Work Location (City and Address)/Hours of Work: Michigan / Monday-Friday 8:00AM-5:00PM

General Summary of Function/Purpose of Position: Position functions as a recognized resource and member of the Office of Global Michigan's (OGM) Leadership Development team, leading efforts to ensure success of the State of Michigan Diversity, Equity, and Inclusion (DEI) initiative. The Organizational analyst works within the Leadership Development team and will review policies and procedures that have impact on the culture of the State of Michigan; leads statewide Equity and Inclusion Officers in recognizing and identifying solutions for mitigating barriers to the initiative; develops and recommends system improvements to create a more diverse, equitable, and inclusive State of Michigan. This position completes a full range of complex professional research and analysis assignments in a full functioning capacity and performs related essential functions and duties that are critical to OGM and the DEI initiative.

Assigned duties and tasks for each duty.

Duty 1: Function as a recognized resource and member of the Leadership Development team, leading efforts to ensure success of OGM and the State of Michigan Diversity, Equity, and Inclusion (DEI) initiative; review policies and procedures that have impact on the culture of the State of Michigan. Manage, develop and recommend system improvements to create a more diverse, equitable, and inclusive State of Michigan.

- Develops and manages EIO data dashboards, analyzing data and communicating potential impact to the State of Michigan Diversity, Equity, and Inclusion (DEI) initiative.
- Create and coordinate comprehensive review of data and policy issues related to OGM & MIDEI, including but not limited to the collection, analysis and dissemination of disaggregated data and program-specific data.
- Serve on committees or work groups and develop, conduct and/or participate in various projects and initiatives and problem-solve as necessary.
- Leads coordination of DEI-related events, tracking, analyzing, and identifying trends utilizing EIO event data, communicates results on a regular basis to the Equity and Inclusion Team and statewide Equity and Inclusion Officers for review.
- Expert in online event management tools and software (webinars, meetings & townhalls) for successful delivery of events.
- Delegate for processing State of Michigan DEI email inbox, screening and communicating high priority items to EIO leadership and partners.

Duty 2: Complete a full range of complex professional research and analysis assignments in a full functioning capacity and performs related essential functions and duties that are critical to the DEI & OGM initiative; independently advise on planning and delivery.

- Outlines key relationships and establishes priorities for engaging with partners.
- Evaluate training materials for modifications/implementation.
- Continuously anticipate barriers, making recommendations to the Equity and Inclusion Team and Equity and Inclusion Officers with regular and timely updates.
- Provide support and guidance to internal & external partners.
- Analyzes strategic goals, recommends metrics, and ensures successful annual delivery of the Equity and Inclusion strategic planning process.

Duty 3: Other duties as assigned.

Special projects as requested by the Leadership Development manager and/or statewide Equity and Inclusion Officers.

Types of decisions made independently and whom or what those decisions affect: Decisions as to which policies or procedures relating to the initiative need analysis to ensure alignment.
Independent review of barriers and how to evaluate their impact.

Types of decisions that require the supervisor's review: Budget related decisions and actions.
Project commitments outside the MI-DEI initiative or OGM strategic plan.

Physical effort used to perform this job and environmental conditions of this position: Standard Office environment.
Will occasionally need to travel around the state to various locations for Office of Global Michigan (OGM) and EIO meetings including meetings with partners, state agencies, etc.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Position functions as a recognized resource and member of the Leadership Development team, leading efforts to ensure success of the State of Michigan Diversity, Equity, and Inclusion (DEI) initiative and OGM strategic plan. The Organizational analyst will review policies and procedures that have impact on the culture of the State of Michigan; develops and recommends system improvements to create a more diverse, equitable, and inclusive State of Michigan and coordinate OGM strategic plan initiatives.

This position completes a full range of complex professional research and analysis assignments in a full functioning capacity and performs related essential functions and duties that are critical to OGM and the DEI initiative.

The function of the position's work area and how it fits into that function: The Office of Global Michigan (OGM) works with state agencies and community-based partners, mitigating barriers to services for immigrant and ethnic communities to ensure equitable inclusion in opportunities with the State of Michigan. OGM leads the State's equity and inclusion work and newcomer integration initiatives.

OGM analyzes and makes recommendations to the Governor on state and federal policies and programs. OGM partners closely with refugee resettlement agencies, economic development organizations, ethnic service providers, universities, our state Ethnic Commissions, and many other organizations around the state. Additionally, it strives to make Michigan a more welcoming state. OGM's work touches the areas of licensing, workforce training, education, housing, healthcare, and quality of life.

OGM works to make Michigan welcoming and inclusive, taking the lead in advancing equity and inclusion initiatives throughout the state, including spearheading programs for the seamless integration of newcomers. The equity & inclusion team for which this position will be a part of, oversees language access, equitable access to services, and workforce development partnerships, in addition to actively supporting the state of Michigan's diversity, equity, and inclusion (DEI) efforts in collaboration with the state's equity and inclusion officers.

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:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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:

- Ability to resolve conflicting high-priority requirements.
- Ability to make decisions and work under pressure.
- Ability to maintain confidentiality.
- Ability to interact effectively with internal and external partners.
- Ability to manage multiple projects simultaneously.
- Ability to organize, evaluate, and present information effectively.
- Excellent communication and organizational skills.
- Plan, organize, and lead workgroup meetings without direct supervisory oversight.
- Demonstrated knowledge in current DEI best practices and trends, including familiarity with key concepts

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A