

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. DEPTALTAP43Y

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Departmental Analyst-A (12)	<b>10. Division</b> Executive Office
<b>5. Working Title (What the agency calls the position)</b> Policy Liaison	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> GEBHARD, DYLAN; LEGISLATIVE LIAISON	<b>12. Unit</b> Office of Legislative Affairs
<b>7. Name and Position Code Description of Second Level Supervisor</b> LARSON, ANN L; DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> Deborah A. Stabenow Building, 525 West Allegan Street, Lansing, MI 48933 / Monday-Friday; 8:00 a.m. – 5:00 p.m.

**14. General Summary of Function/Purpose of Position**

As the Department of Environment, Great Lakes, and Energy's (EGLE) Policy Liaison, this position serves as the recognized resource responsible for providing research and policy support to the Legislative Liaison and the department. They will advise on policy planning, coordinating, and ensuring steps are taken to develop key initiatives that are crosscutting throughout EGLE. This includes conducting preliminary research, assessing, analyzing, presenting findings, and developing policy recommendations for final consideration by the Legislative Liaison and Executive Office staff. In addition, this position represents the department at various internal and external meetings and coordinates with appropriate staff to carry out the mission of the department. Such work will require collaboration with the department staff and, when appropriate, key stakeholders.

**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: 35**

**Policy Research, Development, and Alignment:** Conducts preliminary research and analysis and makes recommendations for major policies related to department priorities.

**Individual tasks related to the duty:**

- Provide advice to the Legislative Liaison, Deputy Director, and EGLE's Executive Office leadership on planning, coordinating, and implementing policy initiatives.
- Coordinate with program staff across divisions and departments to solicit and vet potential legislative or policy ideas.
- Research programmatic and policy matters and evaluate alignment with existing strategic goals.
- Analyze existing statutes and programs for compatibility with proposed policies.
- Track state and federal activity to assess new and emerging opportunities and risk.
- Draft written briefings, policy memos, and initial legislative concepts for internal review.
- Review and interpret existing administrative rules to assess consistency with proposed policy or legislative changes.
- Assist in identifying rulemaking needs that emerge from statutory changes, executive direction, or program priorities.
- Coordinate with appropriate staff to draft rule language or recommend revisions aligned with departmental objectives.

**Duty 2**

**General Summary:**

**Percentage: 30**

**Legislative Coordination and Subject Matter Expertise:** Supports the Legislative Liaison in advancing EGLE's legislative agenda and serves as a subject matter expert as needed.

**Individual tasks related to the duty:**

- Serve as the internal point of contact for collecting division input on legislative proposals.
- Prepare briefing materials and talking points for testimony or legislative meetings and hearings.
- Represent the department in discussions with legislative staff and external stakeholders.
- Assist the Legislative Liaison in preparing for and responding to inquiries related to proposed legislation, legislative impact, or policy implementation.

**Duty 3**

**General Summary:**

**Percentage: 20**

**Stakeholder Engagement and Internal Coordination:** Organizes and represents the department at internal state and external stakeholder meetings and facilitates cross-departmental coordination.

**Individual tasks related to the duty:**

- Assist in organizing stakeholder meetings to bring together diverse points of view on key policy issues.
- Make presentations on behalf of the Legislative Liaison and Deputy Director to departmental staff, other departments, and external groups as needed.
- Provide summaries and readouts of events to the EGLE leadership team and follow up on action items.

**Duty 4**

**General Summary:**

**Percentage: 15**

**Policy Analysis:** Monitors assigned policy topics and conducts analysis as assigned.

**Individual tasks related to the duty:**

- Track new and emerging topics relevant to the department initiatives or priorities.
- Conduct policy and statutory research as needed to inform decision-making.

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

Determine which stakeholders and what research is necessary to make a policy recommendation; review of current policy and recommendations for change; and use independent judgment to determine appropriate department staff and interested parties to be kept apprised and included in the status of proposed policy, emerging policy, and/or legislation (i.e., Deputy Director, Legislative Liaison, general public, department staff and management, budget office).

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

May require direction and/or clarification from supervisor in determining management objectives and priorities and/or complex policy recommendations.

**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.**

The job will be conducted in a standard office environment using a computer most of the day. Standing, stooping, walking, sitting, kneeling, and bending are all required in order to successfully complete the tasks of this position. On occasion, attending meetings or visiting environmental-related sites for first-hand observation.

This position requires the ability to work under pressure and to respond to diverse groups with patience, understanding, and the ability to communicate clearly and effectively.

**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?**

Serve as a policy advisor who conducts review and recommends policy revisions for department leadership and executive staff; conducts research and provides background data and justification for policy decisions for all program areas; provides guidance regarding issues to the department's divisions/offices; and serves as a direct resource for all policy recommendations, research, and subject matter expert for every program.

**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?**

This position plays a critical role within the Executive Office by providing policy guidance on administrative rules and statutory matters and conducting research on best practices that inform policy recommendations. These recommendations inform the Executive Office to help shape department policy direction. The position also advises top-level staff, including the Legislative Liaison and department leadership, on emerging policy trends and ensuring alignment with existing public acts, programs, and Executive Orders.

Additionally, this position influences program development and associated budget decisions, ensuring coherence across departmental initiatives. As a top-level subject matter expert, this role is an essential part of EGLE's Executive Office, providing specialized expertise and strategic insight for the department. This position will enhance the Office of Legislative Affairs' capability to be more deeply involved in policy development.

**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.

**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 prioritize work and meet deadlines.
- Ability to work independently with limited supervision.
- Knowledge of the principles and practices of research and analysis.
- Knowledge of the state legislative processes.
- Ability to interpret laws, rules, and regulations relative to the work.
- Utilize critical thinking skills to qualitatively and quantitatively assess, evaluate, and formulate potential solutions to complex issues.
- Ability to learn and utilize computer processes.
- Ability to formulate plans and procedures and offer guidance in a program or service area.
- Ability to communicate both orally and in writing with individuals of all levels and capacities.
- Ability to organize, evaluate, and present information effectively.
- Ability to maintain favorable relationships with peers and stakeholders.

**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.*

ALLISON MARSTON

9/4/2025

\_\_\_\_\_  
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