

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

Position Code

1. DEPTALTAR64Y

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration (BOA)
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Office of Research and Planning (ORP)
5. Working Title (What the agency calls the position) Data Reporting Analyst	11. Section Research
6. Name and Position Code Description of Direct Supervisor MAHAR, ANNE M; DEPARTMENTAL MANAGER-3	12. Unit Risk/Classification and Program Evaluation
7. Name and Position Code Description of Second Level Supervisor HURLESS-SENSALIVER, BRENDA D; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position functions as a Senior Data Reporting Analyst in the Research and Evaluation unit/Projections and Policy Impacts (PPI) Section / Office of Research and Planning Division. This position leads various report teams and is responsible for the completion of the required / requested report. The team is responsible for all tasks (i.e., Planning and Analysis, Design and Development, Testing, and Implementation) required to produce complex legislative and complex custom ad-hoc reports. These reports have multiple sections, multiple data sources, and have high visibility to the Governor's Office and to the public.

This position reviews and approves staff recommendations related to FOIA requests. This includes all tasks completed (i.e., research results, documentation, and report results for submission/disbursement). This position is responsible for the accuracy of the documentation and translation of the request to the report submitted/disbursed).

This position must have extensive expertise in MDOC datasets, including all exclusions, disclosures, and definitions (including administrative definitions). In addition, this position must have extensive knowledge in administrative rules, laws, etc. that restrict certain identifiable data to be included or excluded in report outputs.

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

This position functions as a Senior Data Reporting Analyst in the Research and Evaluations unit/Projections and Policy Impacts (PPI) Section within the Office of Research and Planning Division. This position leads various report teams and is responsible for the completion of the required / requested report. The team is responsible for all tasks (i.e., Planning and Analysis, Design and Development, Testing, or Implementation) required to produce complex legislative and complex custom ad-hoc reports. These reports have multiple sections, multiple data sources, and have high visibility to the Governor's Office and to the public.

Individual tasks related to the duty:

- Leads the required team for the development of Web Focus/PowerApps reports.
- Work with stakeholders to determine the required needs of the Web Focus/PowerApps reports.
- Review stakeholder's requests to determine the impact and key risks the request may have on existing reports and 3rd party ad-hoc reports. Complete and approve impact analysis.
- Determine if the request is possible based on the analysis.
- Lead teams to analyze stakeholder request and determine what follow-up with vendor/DTMB or stakeholder is needed.
- Develops the team timelines, maintains the team's overall status, and assigns a testing process to the team.
- Review the requirements of each report needed in Web Focus/PowerApps including the Test Plan development and plan execution needed to implement the Web Focus/PowerApps report
- Review failed test cases to determine if the failure was a defect, a missed requirement or invalid failure. Assign failure to the analyst developer as required to address.
- Assign testing needed to implement the report.
- When issues or risks are identified troubleshoot remedies.
- Develop/review change order requests.
- Complete Web Focus/PowerApps configurations.

Duty 2

General Summary:

Percentage: 30

This position reviews and approves staff recommendations related to FOIA requests. This includes all tasks completed (i.e., research results, documentation, and report results for submission/disbursement). This position is responsible for the accuracy of the documentation and translation of the request to the report submitted/disbursed).

Individual tasks related to the duty:

- Provides first line support for user issues related to existing and new ad-hoc reports. Research and resolve or escalate reported issues to the vendor or developer. Utilize the Research ticketing system to document all actions and communications.
- Develops and recommends alternative state and departmental strategies to address and resolve a variety of reporting issues and problems.
- Enters simple maintenance values for configuration.
- Correct data problems that occur in field and facility locations. Ensure changes made do not negatively impact existing reports and data integrity.
- Recommends solutions to address organizational and operational issues.
- Develops change orders or reviews vendor change order requests.

Duty 3

General Summary:

Percentage: 15

This position provides expertise and recommendations regarding technology changes (technology roadmap changes including enterprise software updates / patches) and continued maintenance and enhancements across 20+ enterprise applications) are assessed and impacts to the existing ad-hoc reporting libraries are resolved. This position reviews and verifies data analysis results for anomalies, approves report formatting (including visualization), and reviews/approves documentation.

Individual tasks related to the duty:

- Answer questions and give directions to staff regarding Web Focus/PowerApps report upgrades, enhancements and maintenance impacts.
- Create and send administrative communications

- Research and analyze, prepare subsequent reports, and conduct the required correspondence related to implementing the requested changes as needed by the Department when implementing new programs.
- Research datasets and approve impact analysis on data definition changes, source changes, and requirement changes
- Research related to Policy and Procedure development.
- Coordinate team training activities.
- Develop Data Sharing Agreements

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- 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.

Decisions regarding best tools to use to extract and process information. Choice of tool will affect what information can be accessed, time to obtain information, and the form in which data is captured and summarized.

Apply business rules and laws to include / exclude / properly define each dataset to ensure the correct data is included / excluded.

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

Decisions regarding alternative sources for information, program objectives and conflicting information. Decisions related to conflicting priorities.

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.

Most of this job is performed in an office setting. The job will require extended periods of computer usage. Travel throughout the State and sitting for long periods may be required. Attendance and participation in extended meetings.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 position is responsible for:

- Leading report teams ensuring timelines are achieved.
- Reviewing and approving draft Legislatively mandated boilerplate, ad hoc, and FOIA reporting.
- Approve and complete impact assessments.

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

The duties of the position have expanded significantly in complexity by shifting from performing tasks to leading report teams, independently managing project timelines, and approving impact analyses, documentation, and FOIA interpretations. This position is now responsible for providing expert-level guidance on data definitions, system changes, report configurations, and technology impacts across multiple enterprise applications.

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

Projections and Policy Impact Analysis Section provides prison population projections, initiative impact simulations, responds to Legislatively mandated appropriations boilerplate reports, and shares the burden of the Office's response to ad hoc/emergency information requests. This position will prepare responses to the legislatively mandated appropriation boilerplate reporting requirements.

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.

Selective Position Requirement: Minimum two years of experience developing queries from multiple tables and a variety of databases and analyzing the resulting data.

KNOWLEDGE, SKILLS, AND ABILITIES:

Required:

- Strong interpersonal, communication, and problem-solving skills with the ability to positively work with employees of all abilities, attitudes, and temperaments.

Preferred:

- The ability to use various software applications such as MS Word, Excel, PowerPoint.
- Proficiency with statistical software and various database query related software such as SPSS, Power BI, WebFocus, MS Access, InfoMaker, and SQL.
- The ability to set priorities and manage multiple projects.
- The ability to organize, evaluate, interpret, and present information effectively to various audiences.
- Good writing, editing, and communication skills.

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.

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