

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

Position Code

1. DEPTALTEQ01Y

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
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Office of Research and Planning
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	12. Unit Risk/Classification and Program Evaluation
7. Name and Position Code Description of Second Level Supervisor HURLESS-SENSALIVER, BRENDA D; STATE ADMINISTRATIVE MANAGER	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 Data Reporting Analyst in the Research and Evaluations unit/Projections and Policy Impacts (PPI) Section / Office of Research and Planning Division. This position is assigned to multiple teams and is responsible for all tasks (i.e., Planning and Analysis, Design and Development, Testing, and Implementation) assigned 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 completes research and makes recommendations/drafts documentation related to FOIA requests. This includes research results, requirements, and report results for submission/disbursement. This position documents information supporting the accuracy of the report and completes initial translations of the report for review and approval.

This position gains knowledge and expertise in MDOC data sets, including exclusions, disclosures, and definitions (including administrative definitions). In addition, this position gains 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 Data Reporting Analyst in the Research and Evaluation unit/Projections and Policy Impacts (PPI) Section / Office of Research and Planning Division. This position is assigned to multiple report teams and is responsible for all tasks (i.e., Planning and Analysis, Design and Development, Testing, and Implementation) assigned 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:

- Define required Web Focus/PowerApps functionality with DTMB, contracted vendors and stakeholders by reviewing stakeholder requests.
- Identify, design and/or modify Web Focus/PowerApps reports.
- Review the requirements of stakeholder request and determine testing requirements.
- Research policy, procedures, laws to determine if they address the stakeholder request and implement the requirements into Web Focus/PowerApps
- Develop test cases, execute test cases, and document test execution results to determine functionality of new Web Focus/PowerApps reports.
- Develop a requirements traceability matrix mapping the work areas business requirements to the test case results for the Web Focus/PowerApps reports
- Create the test cases which include all areas to be tested and track the test results.
- As a member of the team test each line of syntax (test cases) and the overall logic in the system to determine functionality and report findings to the team lead.
- When issues during testing occur, log failures into a tracking system and refer issue to team lead to determine follow-up needed.
- Work with 3rd party to determine effects system updates will have on their reports as they are implemented.

Duty 2

General Summary:

Percentage: 30

This position completes research and makes recommendations/drafts documentation related to FOIA requests. This includes research results, requirements, and report results for submission/disbursement. This position documents information supporting the accuracy of the report and completes initial translations of the report for review and approval.

Individual tasks related to the duty:

- Draft internal ad hoc requests.
- Perform research related to existing reports and "close" match reports to complete FOIA requests.
- Monitor the Research mailboxes to receive requests from all Corrections employees regarding problems they are experiencing in the use of computer applications.
- Interpret data and report problems and help users in resolution of these problems.
- Make recommendations to senior staff for ways to resolve user problems in the use of developed reports.
- Review systems and syntax(analyzing issues to make suggestions to senior staff for enhancements to configurations and syntax to improve efficiency and accuracy.

Duty 3

General Summary:

Percentage: 10

This position provides general support and expertise in MDOC datasets, including exclusions, disclosures, and definitions (including administrative definitions). In addition, this position provides support and research administrative rules, laws, etc. that restrict certain identifiable data to be included or excluded in report outputs.

Individual tasks related to the duty:

- Email stakeholders to clarify data definitions and provide communications.
- Review policies and procedures, laws, and business definitions to ensure correctness / escalate possible issues. Assist with providing statistical data from all MDOC enterprise systems management.

- Assist with development and updates of internal training material.

Duty 4

General Summary:

Percentage: 10

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.

The person in this position is required to know/learn the general business processes of the Department and will gain an overall knowledge of each computer application used by all Department employees.

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

Any business functions that require interpretation of Department policy and procedure. User problems in computer applications that cannot be diagnosed. Any computer application issues that could result in changes to current policy and procedure or the application's functionality.

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:

- Reporting team member completing assign tasks in defined timelines.
- Drafting various documents for approval related to Legislatively mandated boilerplate, ad hoc, and FOIA reporting.
- Drafting impact assessments.

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

Requesting to update position DEPTALTEQ01Y in accordance with MCSC Regulation 4.01. The essential duties and tasks of this position are being updated to align with the new approved senior standards.

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 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.

Selective Position Requirement (SPR): Minimum one year 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