

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

<b>Position Code</b> 1. DEPTALTE805N
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## 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> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Operations Support Administration
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL ANALYST-E	<b>10. Division</b> Office of Legal Affairs
<b>5. Working Title (What the agency calls the position)</b> FOIA Analyst	<b>11. Section</b> FOIA Section
<b>6. Name and Position Code Description of Direct Supervisor</b> PHELPS, ANDREW H; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> WARNER, JARED; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> Grandview Plaza / Lansing, MI 48933 / 8-5
<b>14. General Summary of Function/Purpose of Position</b>  This position acts as an MDOC resource for FOIA and is responsible for overseeing and responding to requests made under the Freedom of Information Act (FOIA). This includes responding to FOIA requests in the Department's Central Office as required by statute and in a timely and appropriate fashion and providing Department-wide oversight and direction in processing requests received at other Department work sites. This position also maintains the FOIA database and compiles statistical reports.	

**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**

Positions coordinates FOIA responses Statewide for the all of MDOC under the supervision of the Policy and FOIA Manager. Assuring compliance by the Department.

**Individual tasks related to the duty:**

- Reviews all FOIA requests received in Central Office and requests public records responsive to the request from appropriate program staff.
- Reviews public records received from program staff to ensure they are responsive to FOIA request and determines if information
- Determines information exempt from disclosure under FOIA and redacts as appropriate.
- Responds to FOIA request with billing information and/or copies of requested records, as appropriate.
- May serve as the Department's representative in meetings related to FOIA
- Responsible for denial of information requested and responses.
- Monitors, reviews and interprets federal and state policies, laws and regulations which relate to FOIA functions of the Department.
- Reviews ongoing program operations and procedures for recommending modifications.

**Duty 2**

**General Summary:**

**Percentage: 30**

This position maintains the FOIA database, oversees gathering, copying and mailing of requested materials under FOIA under the supervision of the Policy and FOIA Manager.

**Individual tasks related to the duty:**

- Enters receipt of and response to each FOIA request received in the Central Office.
- Receives and responds to letters and phone inquiries concerning FOIA
- Processes subpoenas, and more complex requests, including those which involve retrieval of personnel files.
- Provides support with research and determine if requests involve an active lawsuit involving the Department.
- Ensures receipt of monthly FOIA statistical reports from facilities state-wide.
- Prepares monthly FOIA statistical reports for Central Office.
- Compiles and prepares Department-wide quarterly statistical reports.

**Duty 3**

**General Summary:**

**Percentage: 15**

Provides assistance to facilities in responding with FOIA requests received at their work sites under the supervision of the Policy and FOIA Manager.

**Individual tasks related to the duty:**

- Plans and coordination of training of other FOIA staff.
- Responds to questions and provides guidance to staff in facilities on responding to FOIA requests.
- Provides support that ensures responses comply with appropriate laws and regulations.
- Acts as a liaison with other agencies to coordinate FOIA training.
- Coordinate response from throughout the Department.
- Assures timely responses

**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.**

Determining program staff responsible for maintaining documents requested under FOIA and identifying appropriate exemptions to be taken under FOIA. Identifying issues that need to be addressed in new or revised policy directives. Evaluate responses verifying adherence to statutes to FOIA.

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

Legal issues or issues which are highly controversial, sensitive, or affect significant operations of the Department

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.

Typical duties performed in an office setting. Long periods of time sitting at a desk on a computer. Occasional travel.

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 position serves as a resource for Freedom of Information Act responses for the Department, interpreting statutes and communications with outside parties, including the Attorney General's office. Responding to FOIA requests and maintaining FOIA database.

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

No changes.

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

The FOIA Section provides direction on all issues related to FOIA and ensures that all requests are processed in a consistent manner Department-wide, in accordance with MCL 15.231 et seq. and Department policy.

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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Excellent written and verbal communication skills. Knowledge of Microsoft Word. Knowledge of Department organization, structure, programs, and operations.

**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.

None

*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.*

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Employee Date