

<b>Position Code</b> DEPSPL2
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909

**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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>
	Labor and Economic Opportunity (LEO)/ Unemployment Insurance Agency (UIA)
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Legal & Compliance Bureau
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Departmental Specialist-2	
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Legislative Liaison	
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Breitmeyer, Kim; State Bureau Administrator	
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Dale, Julia A.; UIA Director	5217 Perry Robinson Circle, Lansing, MI 48911 or 3040 W. Grand Blvd., Detroit, MI 48202 / 8-5 PM, Monday-Friday Hybrid Remote and Flexible Work Schedules Available
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position functions as the professional legislative specialist and liaison for the Unemployment Insurance Agency (UIA). The incumbent is responsible for researching, drafting, and advising on all phases of the legislative and rule making processes. It frequently interacts with Department of Labor and Economic Opportunity (LEO) legislative affairs staff, elected officials and House and Senate office staff, the Governor's Office, the Department of Attorney General, and the U.S. Department of Labor.</p> <p>This position coordinates meetings, prepares materials, and delivers presentations at legislative committee hearings, community based events, before the UIA's Modernization Workgroup, and in other forums with stakeholder groups. It is responsible for responding to constituent inquiries and tracking pending state and federal legislation, regulations, and relevant U.S. Department of Labor guidance impacting the administration and oversight of the unemployment compensation program. This position drafts legislative analysis and proposed amendments and compiles legislative reports and policy summaries. This position is also responsible for drafting requests for rule making and drafting or revising rules. This position also serves as the UIA's tribal coordinator under the Governor's Executive Directive 2019-7 and attends policy conferences and events on behalf of the UIA and LEO.</p>	

**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 of Duty 1**                      **% of Time 40**

Develop, implement, and monitor the legislative and rule making strategy for the UIA.

**Individual tasks related to the duty.**

- Provide policy guidance and analysis on the impact of proposed or draft legislation enacting new laws or amending existing laws administered by the UIA. Assesses the social, economic, political, operational, and organizational implications of existing and proposed laws, policies, and program decisions.
- Draft policies, legislation, and rules in alignment with UIA and LEO priorities and consistent with existing state and federal law and U.S. Department of Labor guidance.
- Alert UIA and LEO leadership of legislative issues impacting the unemployment compensation program and track the status of proposed legislation.
- Coordinate input and suggestions from internal subject matter experts and external stakeholder groups, such as the UIA's Modernization Workgroup, on legislation and rule making and present proposals to UIA leadership and LEO Directors.
- Conduct thorough research and analysis of legislation, administrative rules, and policies (both state and federal) affecting the unemployment compensation program.
- Attend meetings with the LEO Legislative Affairs staff (multiple times weekly), the Governor's Office, and the UIA Director to discuss legislative issues and strategy, the resolution of constituent inquiries, rules, and policies.
- Attend external meetings with the legislature and at legislative committee hearings on legislation and rule changes impacting the UIA.
- Use analytical skills to determine the level of impact on proposed rule changes and/or legislative proposals for the UIA and offer recommendations to improve or modify them.
- Work with other work units and/or program areas in drafting administrative rules to determine which rules are obsolete and/or need to be updated.

Duty 2

**General Summary of Duty 2**                      **% of Time 40**

Respond to constituent inquiries, attend conferences and events, and present on behalf of the UIA before legislative committees, community organizations, and other stakeholder groups.

**Individual tasks related to the duty.**

- Draft correspondence for constituents, the public, the UIA Modernization Workgroup, public interest groups, and the LEO Legislative Affairs area related to legislative policy and programs affecting the UIA. Monitor status of constituent inquiries received through the Centralized Response Team Inquiry System (CRTIS) daily and ensure program and IT updates made and system promoted and training materials developed and provided to legislator's offices.
- Coordinate, maintain, and oversee UIA responses to legislative or Governor's Office constituent inquiries received directly, CRTIS, or through LEO's Legislative Affairs area.
- Attend meetings and supply information to LEO's Tribal Liaison as the UIA's Tribal Coordinator.
- Participate in National Association of State Workforce Agency and U.S. Department of Labor policy making conferences, training, and other similar conferences and events on behalf of LEO and the UIA.
- Facilitate and coordinate monthly UIA Modernization Workgroup meetings with claimant advocates and employer organizations.
- Design and conduct surveys or special studies to determine needs and to assist in planning, implementing, and evaluating programs, consolidate data, and prepare reports.
- Establish, administer, and evaluate programs; recommend program policies and procedures and modifications to policies and procedures to meet commitments more effectively.

Duty 3

**General Summary of Duty 4**

**% of Time 10**

**General Summary of Duty 3**

Compile legislative reports and provide guidance on audits performed by the Office of Auditor General and the assist with communication with the legislature and U.S. Department of Labor regarding the budget.

**Individual tasks related to the duty.**

- Compile monthly, quarterly, and annual reports required by statute.
- Report on progress and/or outcomes for the UI program.
- Attend audit meetings on potential high impact audits.
- Provide input on legislative impacts the audit may have. Assist in developing audit remediation responses.
- Provide updates to the legislature after an audit is released to the public, including testimony preparation and remediation progress.
- Prepare budgets.
- Maintain records and prepares correspondence related to the work.
- Support grant-funded projects and initiatives to increase equity, inclusion, and access and organizational change management, including serving as a "Change Champion" for both claimants and employers.

Duty 4

**% of Time 10**

Other duties as assigned.

**Individual tasks related to the duty.**

- Special projects and studies as requested by LEO, the UIA Director, or the Legal & Compliance Bureau Administrator.
- Provide information to program areas of implementation of law changes affecting their programs.
- Upload documents and information to the bureau's SharePoint site.

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

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

Identifying proposed legislation that will impact UIA and claimant and employer stakeholders and prioritizing concurrent legislative or rule making activities.

Resolving issues from which the UIA's or LEO's position may be inferred from existing policies, procedures, guidance, or law.

Determining when a question, concern, or recommendation for a course of action should be escalated to UIA leadership for resolution or concurrence.

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

Issues that may have a major impact on established policy or procedure.

Unusual circumstances requiring clarification before handling.

Issues affecting more than one division that require negotiation with management staff to resolve.

Decisions that may be controversial or have political impact.

Review of analysis and reports before distribution.

Decisions with major financial implications.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Minimal physical effort required to perform the job. Considerable time is spent working on the computer resulting in eyestrain and possible ergonomic issues. Environmental conditions are consistent with that of a normal office environment. Occasional in-state and out-of-state travel may be required.

**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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

**Complete and sign service ratings.**

**Provide formal written counseling.**

**Approve leave requests.**

**Approve time and attendance.**

**Orally reprimand.**

**Assign work.**

**Approve work.**

**Review work.**

**Provide guidance on work methods.**

**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?**

To serve as the legislative liaison for the UIA and provide legislative and rulemaking strategy and analysis and internal and external guidance on policy impacting the UIA.

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

The responsibility to serve as the UIA's Tribal Coordinator and lead rule making activities was added in addition to specific mention of participation in and facilitation of UIA's Modernization Workgroup meetings.

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

This position is responsible for drafting legislative analysis, proposed amendments, and legislative reports for the UIA and LEO. It also responds to constituent inquiries. This position independently advises Bureau and UIA leadership regarding pending legislation and new laws affecting the UIA's activities and stakeholder groups. This position serves as the primary legislative and policy liaison for the UIA and its Modernization Workgroup. In addition, this position advises the UIA and the department's Office of Legislative Affairs on legislation and amendments that have an impact on the UIA's work.

**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 required. Master’s degree or juris doctorate strongly preferred.

**EXPERIENCE:**

**Departmental Specialist 13**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of research and analysis. Knowledge of unemployment compensation laws. Knowledge of the economic, social, political, and business conditions of the state. Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs. Knowledge of the legislative process and governmental organization and structure. Excellent communication skills, both verbal and written. Ability to interact effectively with internal and external customers. Excellent organizational skills. Ability to manage multiple projects simultaneously. Ability to assess, evaluate, and analyze programs and processes, compile information, and articulate succinctly. Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures. Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis. Ability to establish program or service procedures, policies, or guidelines and relate these to objectives. Ability to learn and use computer processes. Ability to organize, evaluate, and present information effectively. Ability to maintain favorable public relations. Ability to interpret laws, rules, and regulations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date



**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**