Position Code
1. DEPTALTEP99Y

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) Boilerplate Reporting Analyst	**11. Section** Projections and Policy Impact Analysis Section
6. Name and Position Code Description of Direct Supervisor DIMOFF, KENNETH; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor BURTOVOY, KEVIN L; STATE BUREAU ADMINISTRATOR	**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 is responsible for supporting Legislatively mandated appropriations boilerplate reporting by identifying, reviewing, and extracting offender data from automated data sources. This position is also responsible for analyzing, interpreting, and preparing presentation materials to support boilerplate reporting.

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:**   **30**

Develop, test, and execute data queries that facilitate the extraction of data from available data sources in support of Legislatively mandated appropriations boilerplate reports.

Individual tasks related to the duty:

- Identify, investigate, and document the specific data content of automated offender data files from DOC and data sources from other Departments to determine types of information, coding schemes, coverage, and subject identification.
- Work with staff from other agencies to obtain access to information from other Departments, agencies, etc. Ensure that information needed to identify subjects and link data with DOC information is present in data files obtained from other sources.
- Work with manager and other ORP staff to identify and document overlaps, gaps, and inconsistencies across different data sources.
- Evaluate and document data quality, cleanliness, reliability, and relative suitability of different data sources.
- Determine what common identifiers exist in different data sources to facilitate combining of data into a comprehensive data base for specific reporting and analysis requirements.
- Maintain a summary of data available from data sources on an ongoing basis.
- Design, construct, test, and execute data queries from multiple data sources.
- Extract data from other sources into a format consistent with DOC data and combine with DOC data in a comprehensive data file based on common identifiers.
- Identify, evaluate, and document information requirements of boilerplate reports that cannot yet be met by available data sources.

Duty 2

General Summary: **Percentage:**   **30**

Analyze extracted data and transform into information that addresses the questions posed by Legislatively mandated appropriations boilerplate reports.

Individual tasks related to the duty:

- Utilizing available tools, validate, restructure, transform, and analyze extracted data.
- Working with manager, other ORP and DOC staff, ensure that extracted data and analysis measures meet the information requirements of the specific boilerplate report.
- Conduct complex analyses of multiple data sets.
- Evaluate, interpret, and summarize analysis results.
- Work with manager, other ORP and DOC staff to explain apparent conflicts between current analysis results and previously known or anticipated results.
- Define and document analysis caveats, applicability restrictions, and scope limitations.

Duty 3

General Summary: **Percentage:**   **20**

Design and prepare draft materials that present the analysis results produced in response to Legislatively mandated appropriations boilerplate reports.

Individual tasks related to the duty:

- Utilizing available tools, format and draft analysis results utilizing visual and narrative content to facilitate interpretation by Legislative staff and elected officials.
- Work with manager, other ORP and DOC staff to ensure that presentation materials convey an appropriate and valid evaluation of program objectives and meet the requirements of specific boilerplate reports.

Duty 4

General Summary: **Percentage:**   **15**

Conduct ad hoc database queries as assigned.

Individual tasks related to the duty:

- Design, construct, test, and execute data queries in response to ad hoc requests for information from DOC and non-DOC sources.

- Provide technical assistance to other DOC staff working with authorized data sources.

Duty 5

General Summary: **Percentage:**   **5**

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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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.

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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.

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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.

Office and computer work. Bursts of stress due to the ad hoc/emergency nature of requests, some requiring extremely quick turnaround.

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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

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

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22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

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23. What are the essential functions of this position?

This position is responsible for supporting Legislatively mandated appropriations boilerplate reporting by identifying, reviewing, and extracting offender data from automated data sources. This position is also responsible for analyzing, interpreting, and preparing presentation materials to support boilerplate reporting.

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

New establishment

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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.

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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.

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:

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, 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.

KATLYN SAYLOR	1/25/2023
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**