

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. DEPTALTE

## 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> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b>  
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Materials Management Division
<b>5. Working Title (What the agency calls the position)</b> Renewable Energy Siting through Technical Engagement and Planning (R-STEP) Program Analyst	<b>11. Section</b> Investment and Deployment
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Technical Resources Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> SPENCER, JEFF L; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> TBD / Monday - Friday, 80 hours per pay period

**14. General Summary of Function/Purpose of Position**

The R-STEP Program Analyst will be responsible for grant administration and program management related to the R-STEP Program. The R-STEP Program Analyst will support interorganizational collaboration and connections to other personnel and teams, including close liaising with the Office of Climate and Energy (OCE) and Energy Unit. This position provides technical resources to EGLE and other state and local governments, academia, and the general public on the R-STEP program and renewable energy siting.

**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: 60**

Provide grant management for the R-STEP Program.

**Individual tasks related to the duty:**

- Serve as the point-of-contact for R-STEP to EGLE and other state and local governments, academia, and the general public.
- Oversee and manage grant budgets, ensuring proper allocation and use of funds in compliance with grantor requirements and state financial regulations.
- Monitor and ensure compliance with grant terms and conditions, including timely submission of financial and performance reports.
- Review incoming grant applications for completeness, accuracy, and alignment with the agency's priorities, and recommend projects for funding.
- Conduct monitoring of grant-funded programs to ensure funds are being used appropriately and project outcomes are being met.
- Maintain accurate and up-to-date records of grant activities, including contracts, communications, performance outcomes, and financial documentation.
- Develop or revise grant management policies and procedures to ensure efficient processes and compliance with changing laws and regulations.
- Recommend grant policies.

**Duty 2**

**General Summary:**

**Percentage: 30**

Provide analytical support for the Renewable Energy Academy Program.

**Individual tasks related to the duty:**

- Provide assistance for the Renewable Energy Academy Program, including attending meetings, managing correspondence, and preparing reports and documents.
- Evaluate and analyze program-related data, ensuring accuracy and timely submission of information.
- Support development and distribution of program materials such as forms, guidelines, and reports.
- Track expenses, process invoices, and ensure adherence to financial guidelines and deadlines.
- Recommends program eligibility requirements.
- Maintain and organize physical and digital program files, ensuring compliance with state regulations for document retention and confidentiality.
- Support program staff in identifying and implementing process improvements to enhance program efficiency and effectiveness, based on feedback and data analysis.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

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

The Analyst will independently work on grants/contract payments, project monitoring and program reporting on a day-to-day basis to plan, coordinate, and implement program initiatives, gather information, and respond to requests for information. Major decisions are made in consultation with the Assistant Division Director, Section Manager and/or the Unit Supervisor, as appropriate.

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

When priorities conflict, guidelines are not clear or are unavailable, or the subjects of the decision are of a sensitive nature, the decisions will be made by management.

**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.**

Normal physical effort as would be used in an office position. Occasional travel may be required to visit project sites and to attend conferences, workshops, and/or training seminars.

**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):

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.

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?

The R-STEP Program Analyst will be responsible for grant administration and program management related to the R-STEP Program. The R-STEP Program Analyst will support interorganizational collaboration and connections to other personnel and teams, including close liaising with the Office of Climate and Energy (OCE). This position provides leadership and technical resources to EGLE and other state and local governments, academia, and the general public on the R-STEP program and renewable energy siting.

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

New position.

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

This analyst will be responsible for oversight and coordination of the R-STEP program and assistance with the Renewable Energy Academy (REA). This position is funded through the Climate Pollution Reduction Grant Program (CPRG) project competitively awarded to the Department of Environment, Great Lakes, and Energy (EGLE). This position is needed to support the mission of Energy Services and the priorities of the Materials Management Division and EGLE. The R-STEP Program Analyst will be responsible for grant administration and program management related to the R-STEP Program. The R-STEP Program Analyst will support interorganizational collaboration and connections to other personnel and teams, including close liaising with the Office of Climate and Energy (OCE) and Energy Unit.

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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have analytical and problem-solving skills. Must have knowledge of existing climate policies and programs. Must be organized and have time-management skills. Must be able to communicate clearly and concisely both verbally and in writing. Must have strong interpersonal skills and the ability to maintain effective working relationships with a broad range of people inside and outside of EGLE. Must be comfortable using computers and have knowledge on current information technology. Must be a collaborative team player.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid driver's license and passport or enhanced driver's license allowing travel to Canada is required.

**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.***

LAUREN FELDPAUSCH

4/29/2025

\_\_\_\_\_  
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