

**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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Materials Management Division
5. Working Title (What the agency calls the position) Renewable Ready Communities Analyst	11. Section Investment and Deployment
6. Name and Position Code Description of Direct Supervisor VACANT; DEPARTMENTAL MANAGER-3	12. Unit Technical Resources Unit
7. Name and Position Code Description of Second Level Supervisor SPENCER, JEFF L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work TBD / Monday - Friday, 8:00 am – 5:00 pm

14. General Summary of Function/Purpose of Position

This position provides grant administration, program support, and project management to the Technical Resources Unit related to the Renewable Ready Communities Award Grant Program (RRCA). Through RRCA, EGLE expects to provide grant funds to support utility-scale renewable energy projects which underwent local permitting processes.

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: 65

Provide grant management for the Renewable Ready Communities Award Grant Program.

Individual tasks related to the duty:

- Serve as the point-of-contact for RRCA.
- 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: 25

Provide analytical support for the Renewable Ready Communities Award Grant Program.

Individual tasks related to the duty:

- Provide management of RRCA, including overseeing meetings, managing correspondence, and preparing reports and documents.
- Evaluate and analyze program-related data, ensuring accuracy and timely submission of information.
- Support preparation 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.
- Collection and compilation of data for performance and compliance reports, ensuring accuracy and timely submission.
- 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):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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?

This position provides grant administration, program support, and project management to the Energy Services Unit related to the RRCA. Through the RRCA, EGLE expects to provide grant funds to support utility-scale renewable energy projects which underwent local permitting processes.

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

This is a new position.

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

EGLE Energy Services is responsible for the United States Department of Energy, SEP formula, Infrastructure and Investment Jobs Act and the Inflation Reduction Act energy related programs, and for developing energy efficiency and renewable energy policies and programs for the state of Michigan. Within these duties, the Energy Services Unit administers the Renewable Ready Communities Award Program. This analyst will be responsible for grant administration, program support, and project management for the Renewable Ready Communities Award Grant Program, which is funded through the Climate Pollution Reduction Grant (CPRG) award received by the Department of Environment, Great Lakes, and Energy (EGLE). Through RRCA, EGLE expects to provide grant funds to support utility-scale renewable energy projects which underwent local permitting processes. This analyst will work on the development of program solicitation, application reviews, conducting due diligence and risk assessments, monitoring grant awards statuses, payment processing, amendment requests, community and stakeholder engagement, project management, and ensuring successful IIJA and IRA project implementation and completion.

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:

Good oral and written communication skills are important.

Demonstrated research and analysis skills are essential, as is the ability to organize, evaluate, and present information effectively.

Demonstrated experience working with rural local governments on topics related to planning and/or zoning.

Demonstrated experience with one of the following: community engagement, renewable energy zoning, geographical information services.

Other helpful capabilities include knowledge of administrative management principles, including budgeting, office procedures, and reporting; ability to prepare requests for proposals and grant agreements and to manage numerous grants.

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.

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