State of Michigan
Civil Service Commission

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

Position Code
1. DEPSPL2

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 Specialist-2	**10. Division** Materials Management Division
5. Working Title (What the agency calls the position) Revolving Loan Specialist	**11. Section** Energy Investment & Deployment
6. Name and Position Code Description of Direct Supervisor WANG, JOY; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor STAVELAND, JULIE C; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position is responsible for the management of Materials Management Division (MMD) energy and sustainability related loan programs, including but not limited to the Energy Efficiency Revolving Loan Program and the Small Business Pollution Prevention Loan Program. These programs are established to provide financial incentives to residents, small businesses, and local governments that wish to implement an energy, pollution prevention, or recycling project.

The primary purpose of this position is to expand on existing energy and sustainability financial programs by managing third-party financial programs for the department, developing, and implementing outreach tools to increase access to existing programs, utilizing data and engagement to identify gaps, and by filling gaps and increasing equity by building new or expanded funding opportunities through comprehensive planning, engagement, and implementation.

The individual in this position will be responsible for all aspects of the loan program, establishing policies and procedures, ensuring progress, performing oversight, providing direction in all aspects of the program and reporting on results.

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**

Oversee the development and administrative of the energy and pollution prevention loan programs, a complex environmental incentive program that requires working with lending institutions, communities, small businesses, and residents to award low interest loans for energy efficiency, electrification, renewable energy, and pollution prevention. Ensure that the program is deployed and operated in an effective manner to implement program goals and plans, track process, evaluate program results, and prepare special studies. Work with agency staff, the Attorney General's Office, lending institutions, companies, trade associations, environmental interest groups, and other state agencies on continued development, implementation, and evolution of the program to meet goals.

Individual tasks related to the duty:

- Establish program goals, procedures, guidelines and policies.
- Engage stakeholders, such as financial institutions and eligible recipient groups, to inform program offerings and deployment.
- Develop program offerings and materials.
- Evaluate loan application criteria and make decisions on program and project eligibility.
- Provide program guidance to staff that provide support services.
- Monitor and evaluate program budget.
- Gather and analyze necessary data and develop reports and recommendations.
- Monitor and evaluate program results and track progress in accordance with department reporting systems.
- Draft and revise appropriate administrative rules related to the loan program and coordinate division responsibilities under rules procedures.
- Work with staff in EGLE and other state agencies.
- Liaison with trade associations, technical assistance providers, environmental interest groups and other organizations to support program success

Duty 2

General Summary: **Percentage:** **35**

Oversee and administer revolving loan projects along with fulfilling reporting and monitoring associated with various funding sources per their requirements. Serve as point of contact for the MMD Loans Program, which may include energy efficiency, electrification, renewable energy, pollution prevention, and recycling projects.

Individual tasks related to the duty:

- Day to day oversight of loan projects, tracking progress and providing technical assistance as needed.
- Collect data, prepare and provide reports for monthly, quarterly, and annual required federal and/or State reporting.
- Analyze ongoing program operations and recommend modifications of policies and procedures to meet federal and/or State requirements.
- In coordination with MMD and Administration support, assist in completing and submitting quarterly federal reporting activities for all federally funded programs and analyzing and assessing processes and procedures to identify areas for improvement and growth;
- Perform miscellaneous duties related to the collection and distribution of the monthly, quarterly, and annual reports.

Duty 3

General Summary: **Percentage:** **10**

Create and implement the MMD Loans Program marketing and outreach strategy. Develop and update communication material, including research, and prepare information for dissemination on the web, in publications, and at related events.

Individual tasks related to the duty:

- Review program metrics of existing financial programs, ensuring program compliance, identifying market gaps that existing or new programs could reach, and summarizing the successes or lessons learned of current programs.
- Develop a plan, recommending modifications to improve overall equitable outreach and program efficacy.
- Collaborating with fellow staff, leverage strategies, contact opportunities, and outreach and engagement activities to develop a plan for presentations, small-group meetings, and activities within MMD, EGLE and other state agencies, to market loan opportunities.
- Directly communicate and engage with consumers, businesses and communities to increase awareness and understanding of funding opportunities while also soliciting input to create equitable funding mechanisms for project development.
- Identify and pursue marketing opportunities. Monitor marketing and outreach activities and evaluate marketing activity progress.

Duty 4

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

Other duties as assigned.

Individual tasks related to the duty:

- Undertake duties related to sustainability financial programming and outreach as directed by MMD Assistant Division Director or Director.

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

Considerable independent judgment in performing work and selecting proper course of action. The individual in this position will make loan eligibility determinations, identify, and pursue marketing opportunities, determine appropriate responses to questions from businesses and the public and work directly with lending institutions and representatives of the finance industry. The individual will also conduct evaluation activities and make policy and program recommendations. Decisions made by this position affect Michigan residents, businesses, lending institutions, trade associations, and public interest groups.

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

Major policy decisions, program eligibility changes, program offering changes, rule and legislative changes, and appropriation requests.

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 office activities with occasional field work, as well as occasional in-state and out-of-state 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):

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 essential duties of this position are to implement the Material Management Division’s loan programs, such as the energy and pollution prevention loan programs, and further the Department’s objective of promoting sustainability. The individual in this position will be responsible for all aspects of operating this program including but not limited to developing work plans and goals, making recommendations on key policies and procedures, providing assistance to businesses, communities, and lenders interested in participating in the program, evaluating program results, maintaining program records, preparing communications, and reporting on program expenditures.

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 program will support the work of MMD, especially the Energy Investment and Deployment Section and the Sustainability Section, which strive to promote healthy communities, economic growth and environmental sustainability. This work is supported through equitable inclusion of all stakeholders and the co-creation of solutions designed to help Michigan businesses and communities see the economic and environmental benefits of energy efficiency, electrification, renewable energy adoption, the implementation of pollution prevention strategies, and pursuit of sustainable recycling and waste diversion policies, practices, and performance. This position contributes to the Division's strategy and is a key program.

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 Specialist 13 - 15
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 loan and financing programs. Ability to plan, coordinate, and expedite work projects and administrative activities of complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved. Ability to work independently, and in a team environment. Communicate effectively with others both verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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 2/19/2026

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**