

**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 CIV RGHT CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Strategic Initiatives and Public Information
5. Working Title (What the agency calls the position) Strategic Initiatives Support Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor CORE, HAROLD E; DIRECTOR OF STRATEGIC INITIATIVES & PUBLIC INFO	12. Unit
7. Name and Position Code Description of Second Level Supervisor JOHNSON, JOHN E; DIRECTOR	13. Work Location (City and Address)/Hours of Work Various, Michigan / Monday-Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position functions as the administrative assistant to the Director of Strategic Initiatives and Public Information and will advise and assist the Director with planning, organizing, coordinating and executing events, conferences, special projects, and public forums for the Michigan Department of Civil Rights. These strategic initiatives, held both virtually and in person across the state, aim to promote voluntary compliance with civil rights law by raising awareness, soliciting policy recommendations, and education. Additionally, the position serves as a foundation liaison and fundraising coordinator, assists with other small- and large-scale MDCR projects and events, and tracks and analyzes event data to suggest improvements.

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: 45

Assist the Director with all work assigned to the Strategic Initiatives and Public Information division. Facilitate the planning, coordination, and execution of events and special projects.

Individual tasks related to the duty:

- Assess ongoing division operations and recommends modifications on policies and procedures to meet commitments effectively.
- Complete special projects as assigned by the Director of Strategic Initiatives and Public Information.
- Advise and assist in all aspects of division related processes.
- Assist in policy creation related to the division.
- Maintain regular communication with department employees and stakeholders to facilitate an enhanced understanding across offices of the various programs, services, and responsibilities for the division.
- Advise and assist in the development of all planning related to department events.
- Assist with all aspects of events and programs, including data management, report preparation, and coordination of activities such as catering, venue selection, SWAG, decorations, entertainment, and transportation.
- Create, manage or support all components of virtual events, including serving as host, emcee, screen sharing, or monitoring audience engagement.
- Research potential event vendors, conducting onsite assessments, read reviews, secure cost estimates, and make recommendations to manager.
- Assist with setting up or/and attend daily and/or weekly planning or team meetings, virtually and at times, in person.
- Provide regular updates of all ongoing initiatives to the Director of Strategic Initiatives and Public Information.
- Acknowledge and respond appropriately to requests for reasonable accommodations according to civil rights laws, and MDCR policies.
- Post-event duties following an event will vary based on the nature of the event.
- Create or collaborate with staff from other divisions on projects or event planning.

Duty 2

General Summary:

Percentage: 40

Serve as the foundation liaison, write grants, and solicit and apply for funding to support MDCR initiatives.

Individual tasks related to the duty:

- Serve as MDCR liaison to the Governor's Office of Foundation Liaison, including attending meetings and events.
- Recommend and maintain a proposed plan and budget for fundraising dollars.
- Attend meetings with foundations and potential funders for events or initiatives.
- Develop and maintain partnerships.
- Recommend grants and determines their compatibility with the objectives and goals of the department.
- Complete formal and informal applications or provide background information to funders/foundations.
- Grant writing and grant applications, including the tracking of all submissions.
- Coordinating with Communications Unit to create documents or flyers to invite funding entities to support MDCR events or initiatives.
- Develop and maintain a comprehensive donor tracking system that will incorporate all aspects of a current or prospective relationship.
- Conduct all prospect/donor research for the agency to help identify new revenue sources. This includes but is not limited to foundations, corporations and major gift prospects.
- Assist as a marketing liaison for the agency on key initiatives.
- As needed, help to prepare briefing documents or presentations for the agency.
- Coordinate donor analysis and revenue reporting, projections and other dashboards as needed.
- Identifying best fund development practices.
- Maintaining donor records, notes and action items in CRIS.
- Stay apprised of advancements and changes pertinent to fundraising and the development profession overall.

Duty 3

General Summary:

Percentage: 10

Maintain lists of event-related vendors, pre and after event surveys, and other data to support ongoing improvements to special project processes. Assist with general administrative tasks.

Individual tasks related to the duty:

- Offer creative insights and recommendations to improve processes and procedures.
- Assist with gathering data, tracking progress, and analyzing results to inform decision-making and improve future initiatives.
- Make quarterly reports on work completed and updates on pending projects.
- Assist with administrative tasks, including setting meetings, sending reminders and responding to emails related to specific meetings, events, and projects.
- Track event attendance and customer contacts using the internal CRIS system to track MDCR impact.
- Assist with creating and managing guest lists, electronic folders.
- Track accommodation requests.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Performed other duties to assist the Strategic Initiatives and Public Information division.

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

Position will read online reviews, consider pricing, and make recommendations for event vendors. Position will make recommendations for solutions to major problems and may make decisions on small details.

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

Events that may impact accessibility or significantly alter costs, outcomes, customer experience, or general structure of the event will require escalation to 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 office environment.

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 serves as the administrative assistance to the Director of Strategic Initiatives and Public Information, and assists the work of the division. This position is responsible for facilitating the planning, coordination, and execution of events and special projects. Additionally, this position serves as a liaison for funding and grant for the department.

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

New Establishment

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

The Strategic Initiative and Public Information Office is responsible for special project coordination and oversight of communications activities and fundraising relationships for the department. The office is imperative to driving the agency's mission, policies, strategic plans, and directives. This position will assist the Strategic Initiatives Manager in a variety of events and other initiatives related to supporting other MDCR divisions or promoting voluntary compliance with civil rights laws.

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:

Strong analysis, problem solving, and project management skills. Experience with event planning logistics. Strong time management and organizational skills. Effective written and verbal communications with vendors, event attendees, staff, foundations/funders, stakeholders and others. Ability to build and maintain relationships with foundations/funders, vendors and stakeholders. Customer service and listening skills. Ability to perform under pressure. Ability to work independently or as part of a team. Flexibility to work irregular hours as needed for events is required. Work within Microsoft Office Suite (Excel, PowerPoint, Teams and SharePoint) for communication, developing reports, and tracking data for events or funding applications. Ability to learn and adapt to new technology or platforms. Detail oriented and motivated self-started with the ability to multitask. Ability to pivot or adjust to changing circumstances. Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting. Knowledge of fiscal planning, budgeting, and management. Knowledge of methods of planning, developing, and administering programs. Knowledge of state and federal laws and legislative processes related to the work. Knowledge of the need, preparation, and use of reports. Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved. Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources. Ability to plan, coordinate, and expedite work projects. Ability to interpret complex rules and regulations. Ability to communicate with others verbally and in writing.

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.

BERNITA KISSANE

2/13/2026

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