

**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 STATE POLICE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Office of the Director
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Transparency & Accountability
5. Working Title (What the agency calls the position) Data and Measurements Specialist	11. Section Planning, Research, and Accreditation
6. Name and Position Code Description of Direct Supervisor DECKLER, CHELSEA A; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DEASY, THOMAS M; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday - Friday, 8 a.m. - 5 p.m.

14. General Summary of Function/Purpose of Position

This position serves as the data and measurements specialist responsible for creating and implementing a data reporting and analysis strategy that supports the department's strategic priorities. This strategy will be leveraged to build a more efficient and effective organization by embedding evidence-based, data-driven management principles into the decision-making process. This position is responsible for blending data strategy and technical measurement expertise to manage and operationalize data to facilitate strategic decision-making and organizational change.

This position will utilize various methodologies, data sources, reporting mechanisms, software, and resources to conduct the various functions of data management. This position will assist with developing new or modifying existing tools for data submission, analysis, and reporting. This position will develop and collect performance metric data, calculate project baselines and target goals, conduct statistical analysis, perform data quality reviews, identify trends, and develop various data-driven visualizations including reports and dashboards. This position will assist department members with understanding data, determining benchmarks, and integrating data in various reports and projects using charts, graphs, and other reporting tools.

These efforts have a state-wide impact and are of significant importance to the operations of the department and the efforts of the Leadership Team and Director. This position requires strong attention to detail, accurate calculations, and analytical, strategic thinking.

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: 55

Serve as the department's statewide data and measurements specialist responsible for creating and implementing a data reporting and analysis strategy that supports the department's strategic priorities.

Individual tasks related to the duty:

- Design and conduct research to identify sources of data and methods to improve data collection, analysis, and reporting to collect and measure progress against the Strategic Direction's key results and initiative and action planning efforts as well as guide key result target setting.
- Develop, implement, maintain, and iterate policies and procedures on the collection and analysis of strategy related data to measure and establish benchmarks for organizational change and effectiveness.
- Conduct data analysis using a variety of techniques (e.g., queries, extracts, pivot tables) to formulate recommendations, and build capacity among internal stakeholders to plan, track progress, and use data to drive strategic decision-making.
- Create and manage high-impact data reports and visualizations to communicate clear and compelling recommendations to relevant stakeholders.
- Facilitate review of the Key Results Scorecard and progress against initiative and action plans in Strategic Direction related meetings.
- Recommend the use of specific data sets to inform program improvements and decision-making to the Strategic Direction Program Manager and Steering Committee.
- Research best practices to update or enhance data collection, quality and assurance reviews, analysis, and reporting practices.
- Evaluate progress and effectiveness and recommend continuous improvement for the data reporting and analysis strategy.
- Formulate and define responsibilities for data governance across administrative department functions to drive a high-performing data culture, where data-sharing and quality are optimal.
- Assess industry best practices and build collaborative partnerships with internal and external partners to recommend improvements for data and measurement processes.

Duty 2

General Summary:

Percentage: 25

Use evidence-based practices and data analytics to help decision-makers shape policy development and support the department's accreditation efforts.

Individual tasks related to the duty:

- Design and implement methods to collect data and produce reports on the qualitative and quantitative analysis of written directives and program operations.
- Analyze department data to inform written directives.
- Conduct independent data analysis and evaluation of various facets of the department and make recommendations for improvement that impact written directives.
- Extract data and provide analysis and interpretation of data sets from various sources to support the Annual Performance Report program, including the development of charts and graphs for reports.
- Evaluate current policies and procedures and make recommendations to ensure adherence to accreditation standards.
- Determine or generate appropriate proofs of compliance with applicable standards.
- Conduct regular reviews and assessments of departmental functions to ensure compliance with accreditation standards.
- Consult with section staff on a regular basis to manage risk and compliance to accreditation standards.

Duty 3

General Summary:

Percentage: 15

Plan and coordinate trainings and presentations on how to use data to support department strategic priorities.

Individual tasks related to the duty:

- Design and conduct special studies to determine department training needs regarding the use of data to support strategic priorities. Consult with internal stakeholders to determine training needs and develop an appropriate training plan to increase the use of data and benchmarking to support continuous growth and effectiveness.
- Develop and deliver presentations on the data collection and analysis methods used for strategic and management related dashboards and other visualization tools to internal and external stakeholders.
- Create and present high-impact data reports and visualizations to communicate clear and compelling recommendations to relevant stakeholders.
- Serve as a subject matter expert and resource for department members in the area of strategic planning, performance measures, metric data collection, and reporting.
- Develop and implement a measurement system to evaluate the effectiveness of training programs. Provide guidance, input, and make recommendations to the section manager regarding continuous improvement opportunities.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Continuously improve work processes, products, and services.
- Stay abreast of current emerging practices, methodologies, and technology to enhance processes.
- Attend designated meetings, training sessions, workshops and conferences related to position responsibilities.
- Specialist duties as assigned by section manager.

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

- Decisions on prioritizing duties and assignments based on deadlines, the department's position, the mission, goals, and objectives of the section, and the specific tasks to be achieved.
- Decisions concerning the methods to be used, within known acceptable limits, to accomplish the duties listed above.

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

- Those occasions where sensitive department, interagency, or political issues are present and there is no previous precedent.
- Data reports and other materials that will be released department-wide or externally.
- Significant data issues or inconsistencies that may impact department programs or initiatives.
- Requests for new metrics, reports, or projects.
- Projects requiring additional funding or resources.

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.

This position works in an office environment, primarily sitting or standing at a desk and using a computer. This position requires physical effort typical of office work, including sitting, standing, walking, and lifting of light files or boxes. The position will require a small amount of travel and the occasional operation of department passenger vehicles.

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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 primary function of this position is to serve as a data and measurements specialist responsible for creating and implementing a data reporting and analysis strategy that supports the department's strategic priorities. This strategy will be leveraged to build a more efficient and effective organization by embedding evidence-based, data-driven management principles into the decision-making process. This position is responsible for blending data strategy and technical measurement expertise to manage and operationalize data to facilitate strategic decision-making and organizational change. This position is accountable for and is the sole point of contact within the department for managing and operationalizing data as a strategic asset to guide management decisions. This position will also serve as a member of the department's accreditation team.

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 position falls under the Transparency and Accountability Division, within the Office of the Director. This work area is responsible for staff functions that support the department's senior executives and overall agency operations. Programs include those related to transparency, internal accountability, external relations, and the development of standards, policies, and procedures. This position supports staff and executive functions by leveraging data to build a more efficient and effective organization by embedding evidence-based, data-driven management principles into the decision-making process to support senior-level decision making and strategy work.

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:

Demonstrated experience with data analysis, data visualization, designing and implementing high-value solutions, and performing support and enablement activities across teams or business units. Working knowledge of Tableau Prep, SQL, Python, and/or R. Exceptional analytical, conceptual, and problem-solving abilities; comfort with ownership of decisions on methodologies, reporting processes, and technology selection.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver license.

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.

ALYSSA HANSES

10/18/2023

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