

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 MILEAP
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Office of Strategic Talent Preparation
5. Working Title (What the agency calls the position) Native American Affairs Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor WILSON, JASON; DEPUTY DIRECTOR OF STRATEGIC TALENT PREPARATION	12. Unit
7. Name and Position Code Description of Second Level Supervisor GRIFFEA, BEVERLY S; SPECIAL APPOINTEE	13. Work Location (City and Address)/Hours of Work 110 W Allegan St; Lansing, MI 48933 / Monday- Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position is a member of the Office of Strategic Talent Preparation. This position will serve as the Tribal Liaison for the Michigan Department of Lifelong Education, Advancement and Potential (MiLEAP), with a primary focus building and upholding the government-to-government relationship with Tribal Nations and on improving services and supports available to Native American and other disparately impacted populations, both internally and externally. This position is primarily responsible for facilitating ongoing outreach and leading departmental programming, services, and provisions to these populations. The Specialist will provide the department internally with training, policy recommendations, and information gathering.

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: 70

Serve as a liaison between state government and Native American communities and other disparately impacted populations through training opportunities and external meetings.

Individual tasks related to the duty:

- Support and provide leadership for MiLEAP outreach activities and events within Native American communities and facilitate the cultural and informational exchanges between state government and Native American communities.
- Initiate and maintain contact with state leaders responsible for programs and services relevant to Native American communities and other potentially disenfranchised communities.
- Support and facilitate information sessions of MiLEAP opportunities in diverse Michigan communities.
- Collaborate with MiLEAP's communications, marketing, and outreach team members to ensure critical information and resources are provided to Native American communities.
- Coordinate with the Director of Policy, Communications, and Engagement, to organize outreach events and listening sessions for the Tribes with appropriate MiLEAP executive leadership.
- Engage in various partnerships within state government, colleges and universities as assigned.
- Support efforts to identify key community partner(s) that will serve as outreach host(s), coordinate inviting community members, understand the community's culture, and prepare required materials and/or presentations.
- Ensure any follow up tasks or questions are handled in a timely manner after events.
- Design, implement, and monitor a departmental consultation policy, including the implementation of mechanisms for initiating and holding consultation as needed.
- Coordinate the department's interactions with Tribal Nations, their governments and other Indigenous communities/organizations.
- Produce annual report, and other requested documentation, and represent MiLEAP at meetings as assigned by the Deputy Director of Strategic Talent Preparation.

Duty 2

General Summary:

Percentage: 25

Provide the department internally with training, policy recommendations, and information gathering to strengthen ongoing engagement with Tribal communities throughout program areas.

Individual tasks related to the duty:

- Lead department efforts (in collaboration with the HR staff, EIO, and hiring managers) to develop and facilitate internal department professional development for all levels of MiLEAP employees (entry level, mid-career, and senior executive service) to improve overall Native American cultural competence and ongoing partnership with Tribal communities.
- Lead the MiLEAP Tribal advisory group to identify annual goals/objectives and outreach opportunities for MiLEAP employees to engage internally and externally.
- Conduct targeted listening sessions with MiLEAP employees regarding the department's internal training, outreach, and other programming to provide annual recommendations to the appropriate executive leadership for implementation.
- Provide leadership and guidance to ensure the department's policies, practices and programs/services effectuate and acknowledge the status of Tribal Nations and the government-to-government relationship; and are in alignment with MiLEAP executive team direction.

Duty 3

General Summary:

Percentage: 5

Miscellaneous Duties

Individual tasks related to the duty:

- Perform other duties and projects as assigned.

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

- Establish and/or maintain collaborative working relationships with various leaders in Tribal communities throughout Michigan
- Facilitate MILEAP outreach events within the Tribal Communities
- Develop training materials for internal use with MiLEAP employees

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

- Entering into formal agreements/MOU's would need supervisory approval
- Presentations to the executive cabinet would need supervisory approval
- Presentations made to legislative bodies would require supervisory review

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.

Standard 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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| 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?

- Serve as the Tribal liaison between state government and the Tribal Nations
- Serve as a liaison to other disparately impacted populations through training opportunities and external meetings.
- Provide and assist the department with internal training, policy recommendations and information gathering.
- This position does require statewide travel.

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

This position has been updated to reflect the transition of the duties for the Michigan Indian Tuition Waiver (MITW) to the Office of Higher Education within MiLEAP.

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

The function of the Office of Strategic Talent Preparation is to create a sustained pipeline of upskilled Michiganders from disparately impacted populations across Michigan. The Native American community is a part of this population of Michiganders.

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 Native American affairs. Knowledge of methods of planning, developing and administering programs. Knowledge of state, federal and Tribal laws and legislative processes. Knowledge of the principles and practices of research and analysis. Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting. Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services. Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs. Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services. Knowledge of the economic, social, political, and business conditions of the state. Knowledge of the legislative process and governmental organization and structure. Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis. Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures. Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives. Ability to prepare requests for proposals and program agreements. Ability to organize, evaluate, and present information effectively. Ability to interpret laws, rules, and regulations relative to the work. Ability to formulate plans, procedures, and controls in a program or service area. Ability to learn and utilize computer processes. Ability to design forms. Ability to maintain favorable public relations.

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

Appointing Authority

12/12/2025

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