

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTEQ14Y

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance and Administrative Services
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Security, Privacy, and Compliance
5. Working Title (What the agency calls the position) Compliance Analyst	11. Section Security and Compliance
6. Name and Position Code Description of Direct Supervisor DOLL, JEANETTE R; STATE ADMINISTRATIVE MAN-FZN	12. Unit
7. Name and Position Code Description of Second Level Supervisor WEBER, TONY J; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 Ottawa Street, 4th Floor Lansing, MI 48909 / 40 hours a week

14. General Summary of Function/Purpose of Position

The position is responsible for the development and review of department Memorandum of Understanding Agreements (MOUs), Data Sharing Agreements (DSAs), Inter Agency Agreements (IIAs) and Amendments. The Analyst will be involved with the LARA Security and Emergency Management Programs and perform testing of bureau business continuity plans.

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: 60

Administration of MOU and DSA agreements and amendments for all LARA bureaus, agencies, and commissions in creating, reviewing, and updating internally and with external entities.

Individual tasks related to the duty:

- Analyze agreements and amendments for proper language, accuracy, and compliance.
- Coordinate the review process and provide technical guidance to LARA program areas.
- Administrator of SharePoint site used to house agreements and grant access to bureau contacts.
- Provide training to internal staff on department process.
- Prepare agreement termination letters.
- Provide annual metrics on agreements processed.
- Ensure documents within the program follow the Record Retention and Disposal schedule.

Duty 2

General Summary:

Percentage: 20

Department Facility Security Requests and Emergency Management Readiness

Individual tasks related to the duty:

- Approve employee and contractor access requests and review access reports.
- Work with Director's Office on all 24/7 access to building requests.
- Provide guidance to department liaisons on access questions.
- Assist management with coordination plans of LARA's Emergency Management Program

Duty 3

General Summary:

Percentage: 10

Maintain Finance and Administration Services' Business Continuity Plan

Individual tasks related to the duty:

- Responsible for annual review and updating the FAS' business continuity plan
- Work with internal divisions to identify essential functions, application software, vital records, and recovery task lists.
- Review and test the plan on an annual basis.
- Document corrective actions identified during testing and work with divisions on plan modifications.
- Collect and maintain program data necessary to meet program reporting requirements.

Duty 4

General Summary:

Percentage: 5

Provide back-up to the section manager in various roles such as Data Steward, IT Security and Emergency Management for the department.

Individual tasks related to the duty:

- Coordinate and oversee activities necessary to ensure successful implementation of applicable data management policies and procedures.
- Outreach with department information technology liaisons to communicate changes or information factfinding requests.
- Participate in LARA Compliance Team meetings, and assist with IT security related tasks.

Duty 5

General Summary:

Percentage: 5

Other projects, assignments and duties as needed.

Individual tasks related to the duty:

- Other projects, assignments and duties as needed.

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

Analyst to ensure compliance with applicable policies, procedures, guidelines, and bureau/program statutory requirements to prepare required documents.

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

Issues that are politically sensitive, complex, deviates from standards/practices, methodologies, and approaches.

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.

Position duties and tasks are performed in a typical office environment which includes working with standard office equipment. Some travel may be required for meetings.

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):

Complete and sign service ratings.

Assign work.

N		N	
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 position will be responsible for managing department agreements, guides and procedures related to the process. The position will support the Section Manager and provide back-up for security and data security.

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

Establish

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

Security, Privacy and Compliance staff work with bureau administration to coordinate agreements for the department, provides security access to workspaces and assists with cyber security and direct data management and protection.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn and utilize computer processes.
- Ability to coordinate resources, work effectively in a team setting, and evaluate processes and procedures for improvements.

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.

none

I certify that the entries on these pages are accurate and complete.

Appointing Authority

2/3/2023

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.

JAMIE ROSEBRUGH

Employee

Date