State of Michigan
Civil Service Commission

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

Position Code
1. DPTLTCHE

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** LEO-MSHDA
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Position Code Description Departmental Technician-E	**10. Division** Neighborhood Development Division
5. Working Title (What the agency calls the position) Departmental Technician	**11. Section** MI Neighborhood
6. Name and Position Code Description of Direct Supervisor MACKIE, JODI; DEPARTMETNAL MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor JOY, TONYA L; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m. OR 3040 W Grand River Ave - Detroit, MI 48201

14. General Summary of Function/Purpose of Position

Serve as the Departmental Tech for the Division and assist with grant management responsibilities with subrecipient agencies and applicants and perform other daily assignments as needed.
The primary responsibility of the position is to oversee the Division's home repair portfolio by conveying MSHDA, state, and federal requirements within the Division and for the timely preparation and dissemination of information to the subrecipient. This position will provide technical support for the Neighborhood Development Division's programs, services, and activities through the application of knowledge related to policies, procedures, and practices following program regulations. Additionally, this position will use technical knowledge of programs and communication with proper program staff to ensure that the NDD portion of the MSHDA website remains up to date with proper program documentation. As needed, this position will assist the NDD Director with ensuring that project-specific inquiries are addressed appropriately and in a timely fashion. The Technician is responsible for reviewing disbursement requests performing grant closeouts upon completion and other assignments as determined necessary for the MI Neighborhood Program. Position will answer the Division's main line and undertake Division meeting scheduling duties.

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:** **40**

Responsible of overseeing the progress of a NDD grantee regional portfolio and promoting MSHDA Ml Neighborhood.

The position will provide support and advice to grantees in the
interpretation of program regulations and guidelines and in problem-solving critical to addressing statewide neighborhood need tied to workforce housing shortages.

Individual tasks related to the duty:

• Develop, design, and produce customized reports including budget tracking for management staff and others as need.
• Develop, and implement business solutions to maintain and improve grants management
• Evaluate documents and process for possible inclusion in programs.

Recommends criteria, standards, and guidelines to assess agencies programs structures.

• Facilitates the creation and tracking of all grant files and activity files associated with NDD programs.

Duty 2

General Summary: **Percentage:** **30**

Support the NDD team in tracking and creating distribution written and electronic correspondence directly associated with the NDD mailbox and primary coordinator with contracts including but not limited to monitoring and 211.

Individual tasks related to the duty:

Log and track all resident inquiries in Excel.
Track all receipted funds received via wire transfer and in check format in Excel.
Provide accurate reports and receipts to the MSHDA Finance Department.
Prepare and send postings through the .gov transmittal notification system.
Generate documents to be provided both internally and externally with extreme accuracy.

• Perform analysis and make recommendations for improved implementation of home repair duties.
Serve as a member of the team committees as assigned, associated primarily with occupied home repair.

Duty 3

General Summary: **Percentage:** **25**

Represent the Authority at meetings, seminars, and workgroups with other state agencies, nonprofit organizations, local communities, and stakeholders.

Individual tasks related to the duty:

• Will assist with external communications.
• Attend functions to network with representatives from nonprofit organizations and local units of governments in order to stay abreast of the issues and activities impacting the state related to housing.
• Participate in special workgroups which are charged with various tasks such as writing policy and procedure manuals; addressing training needs (internal and external); and creating tools to enhance the performance of the Division and its programs.

Duty 4

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

Special duties as assigned.

Individual tasks related to the duty:

• Carries out special projects as assigned and perform various research projects as assigned by Manager.

.Provides assistance creating, tracking, preparing documents, and electronic filing oversight for the programs.
Utilize spreadsheets to track applications received, scoring, approvals and denials of new awards.
Utilize computer grant management software to generate new grant awards and to create new electronic grant files as needed.
Utilize electronic tracking process to ensure mortgages and notes are processed in a timely manner.

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

Decisions regarding transferring phone calls and handling walk-in clients.
Decisions regarding correspondence to address inquiries from clients both at the agency level and residents.

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

Supervisor would be involved anytime the employee is unsure of the appropriate action based on past practices, policies, procedures, etc.
Supervisor review is required when a new situation occurs or if there are no written guidelines or procedures; if a directive is unclear or appears unreasonable, supervisor input is necessary.
Communication and Data-driven decisions are made independently as long as all program specific conditions are met.
Supervisor review is required when decisions out of the typical are requested.

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.

Use of standard office equipment, including cellular telecommunications. There is no exposure to any distinguishable "conditions" or "hazards" in this position.
Typical office setting with no adverse environmental conditions. The position requires computer work, multi-line telephone, file maintenance, and copying.

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 Departmental Tech for the Division and perform other NDD assignments as needed.

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?

The Neighborhood Housing Initiatives Division administers major federal and state funding programs for housing which are delivered using nonprofit organizations, local units of governments and for-profit entities. This position provides both technical and administrative support to these programs and other NDD staff.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Default experience not available

KNOWLEDGE, SKILLS, AND ABILITIES:

• Verbal and written skills, computer skills, and ability to work cooperatively with others.
• Good math skills
• Knowledge and/or experience in grant portfolio oversight preferred.
• Knowledge and proficiency using Word, Excel, Outlook and various software programs used by the Division.
• Ability to determine work priorities and proficient when dealing with multiple deadlines.
• Self-starter who works with minimal supervision and works well with others.
• Highly self-motivated, disciplined, flexible, patient and not easily frustrated
• Ability to effectively communicate, both orally and in writing, and maintain good public relations.
• Attention to detail is important

CERTIFICATES, LICENSES, REGISTRATIONS:

Drivers 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.

AMBER MARTIN 12/11/2024

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**