CS-214
Rev 11/2013

Position Code
1. DEPSPL2

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

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
	Environment, Great Lakes, and Energy (EGLE)
3.Employee Identification Number	**9.Bureau (Institution, Board, or Commission)**
4.Civil Service Position Code Description	**10.Division**
Departmental Specialist 13	Environmental Support Division
5.Working Title (What the agency calls the position)	**11.Section**
Community Engagement Specialist	Outreach
6.Name and Position Code Description of Direct Supervisor	**12.Unit**
Ostrowski, James A; State Administrative Manager-1	
7.Name and Position Code Description of Second Level Supervisor	**13.Work Location (City and Address)/Hours of Work**
McClellan, Michael F; Senior Policy Executive	Stabenow Bldg, 525 W. Allegan, Lansing, MI / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position serves as the state-wide specialist that leads engagement and relationship-building efforts with communities across Michigan. The Community Engagement Specialist will lead in coordinating efforts across EGLE divisions and offices and facilitate meetings with EGLE staff and local communities to work collaboratively around EGLE issue areas and programs. This position will be responsible for developing community engagement training programs and resources for EGLE staff. The Community Engagement Specialist will liaise with other divisions to leverage data, resources, and other tools to support crafting and implementing equitable community engagement strategies, developing presentations, and identifying new internal and external partners.

This position identifies and tracks public engagement opportunities and develops and maintains outreach materials and resources that will be distributed by EGLE program staff. The position works in tangent with EGLE staff to coordinate and host a variety of both in-person and online outreach activities. The Community Engagement Specialist will also develop and implement public education workshops, community learning sessions, fact sheets, FAQs, and talking points for a variety of public and leadership meetings

This role does require experience in public speaking and facilitation, both in person and virtually.

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 of Duty 1 **% of Time 85**

Coordinate and manage community engagement strategy across the department

Individual tasks related to the duty.

- Coordinate with staff across the agency to identify projects with potential public participation and community engagement elements.
- Plan and evaluate the effectiveness of departmental outreach activities and outline goals for future efforts.
- Develop communication plans for public outreach initiatives.
- Implement tactics to enhance outreach efforts targeting the general public.
- Coordinate special events related to public engagement.
- Develop and organize comprehensive training programs and resources for EGLE staff on community engagement, enabling them to integrate these considerations into their work and decision-making processes.
- Research, collect, consolidate, analyze, and maintain outreach program data necessary to report on outreach program goals and services.
- Participate in internal planning meetings with EGLE program staff regarding community engagement and communication needs in alignment with division priorities.
- Host and moderate online and in-person public information meetings.
- Provide technical support for in-person public meetings and events, including setting up materials, displays, and audio-visual equipment.
- Provide technical support as needed for hosting and coordinating online public engagement events.
- Participate in internal planning meetings with other divisions regarding new sites of environmental interest that may require community engagement activities, so that resources and staff can be prepared as needed prior to events.

Duty 2

General Summary of Duty 2 **% of Time 10**

Responsible for creating, compiling, and updating resources available for stakeholder and community engagement.

Individual tasks related to the duty.

- Identify promotional material needs.
- Develop and maintain knowledge repository and toolkit accessible to staff, containing best practices, case studies, and templates to support community engagement efforts.
- Coordinate the development of publications, bulletins, and manuals for community engagement.
- Serve as a Liaison with other State agencies and external entities to identify community resources.
- Provide assistance in the development of outreach training materials including presentations and educational materials.
- Participate in the creation of videos and social media communications.
- Develop and maintain comprehensive community contact directories for quick accessibility and accuracy.

Duty 3

General Summary of Duty 3 **% of Time 5____**

Miscellaneous outreach activities.

Individual tasks related to the duty.

- Provide onsite event assistance at EGLE outreach trainings and events.
- Serve on work groups and teams as assigned by supervisor.
- Work on special projects as assigned by supervisor.

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

Employee must exercise independent judgement to establish timelines for completing projects. Exercises independent judgment in responding to program staff questions regarding public engagement activities and needs. Independently tracks outreach initiatives, develops metrics, and reports on outreach program assessment and evaluation.

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

- Decisions not addressed in existing procedures and policies. When decision affects overall Division and Department priorities and for budgetary and policy decisions.
- Any decision that may involve contact with the legislature or Executive staff.
- All correspondence, data, and other materials that may alter or set precedence or policy for the division.
- Decisions that will have significant impact on policy and processes in any functional areas.
- Determining priority of time sensitive issues.
- Correspondence or contact with legislators and the media.
- Policy changing materials for manuals, handbooks, and similar materials are all subject to review and approval by manager.
- Any program changes or decisions must be approved

18. What kind of physical effort is used to perform this job? What environmental conditions is 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 activities with occasional field work, as well as occasional in-state travel. Some lifting of presentation equipment, boxes of resource material up to 40 pounds, exposure to computer terminal.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME	CLASS TITLE	NAME	CLASS TITLE

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

____Complete and sign service ratings.
____Provide formal written counseling.
____Approve leave requests.
____Approve time and attendance.
____Orally reprimand.
____Assign work.
____Approve work.
____Review work.
____Provide guidance on work methods.
____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 state-wide specialist responsible for developing relationships through targeted community outreach and increasing public awareness of EGLE's various programs, services, and initiatives. This position identifies and tracks public outreach opportunities and develops and implements strategies to educate the public on environmental issues of concern. This position will be responsible for developing community engagement training programs and resources for EGLE staff. The position develops and maintains outreach materials and resources that will be distributed by EGLE program staff. The position will host and moderate live and online public information meetings, as well as coordinate and attend community events.

Travel throughout Michigan communities will be required.

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

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

The Outreach Section is comprised of staff who provide a variety of outreach support functions for EGLE including the development of publications, video production, hosting live and online events, as well as promotional and marketing activities. This position will work closely with the Section's Events team, as well as designated Division liaisons who assist with the coordination of outreach products for the department's regulatory Divisions.

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:

- Experience working with communities impacted by environmental justice issues, or communities historically excluded or underrepresented in government decision making processes, as well as problem solving and demonstrated experience with cultural humility.
- Facilitation skills in a variety of settings
- Ability to administer multiple projects simultaneously.
- Strong writing and communication skills.
- Careful attention to detail.
- Ability to communicate orally and effectively with others.
- Strong customer service skills.
- Ability to analyze and evaluate data.
- Strong organizational skills and ability to plan and schedule projects.
- Ability to manage heavy workload while adhering to tight deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's license preferred.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature **Date**

TO BE FILLED OUT BY EMPLOYEE

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's Signature **Date**

NOTE: Make a copy of this form for your records.