

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: DEPTALTAS17Y

Civil Service Class and Level: Departmental Analyst-A

Working Title (What the agency calls the position): Recognized Resource - Local Agency Program Systems Analyst

Name and Position Code Description of Direct Supervisor: KADZBAN, BRUCE; ENGINEER MANAGER LICENSED-4

Department/Agency: TRANSPORTATION CENTRAL OFFICE

Work Area: Development Services Division

Work Location/Hours of Work: 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)

General Summary of Function/Purpose of Position: This position functions as the recognized resource systems analyst for the Local Agency Project Management System (LAPMS), Local Agency Reimbursement System (LARS), Local Program Application Management System (LPAMS), and Local Agency Program (LAP) external website, and Local Agency Program Listserv. This position troubleshoots issues with the systems, analyzes and prioritizes enhancements to the systems, and trains staff and consultants on the use of the systems.

This position coordinates the identification and implementation of the Local Agency state and federal earmark program as directed by the State and Federal enabling legislation. This position also coordinates the federally funded Emergency Response program as needed after qualifying events are identified and approved both by appropriate State and Federal agencies.

This position researches, compiles, and coordinates information to be placed on external webpages and to be sent out via Listserv. Communicates with staff, department personnel, and other agencies throughout the state (including county, city, state, and federal governmental staff) to provide current information on departmental policy or project follow-up. This position also performs analysis for reporting and identifying incorrect data and compiles reports for various year end or quarterly reviews.

Assigned duties and tasks for each duty.

Duty 1**Percentage: 55**

Recognized Resource Systems Analyst for LAPMS, LARS, and LPAMS.

- Establish, research, analyze, oversee, and prioritize strategic technology for LAPMS, LARS, and LPAMS.
- Analyze the technology requirements for assigned systems and make recommendations for modifications and improvements.
- Ensure all solutions are compatible and complimentary to other Michigan Department of Transportation (MDOT) (e.g., JobNet, Agreement Tracking System, Preconstruction, SIGMA) automation efforts from both a vision and a data perspective.
- Grant access and evaluate user's security to ensure integrity of internal controls and validity of security accesses. Process audits as needed.
- Identify critical issues in system testing and ensure issues are tracked, reported on, and resolved in a timely manner. Communicate issues and fixes in an efficient and effective manner with Department of Technology, Management, and Budget (DTMB) and LAP staff.
- Coordinate with the DTMB and MDOT departments regarding SIGMA modifications and LPAMS implementation in a group setting and individually.
- Provide guidance to users requiring access to systems. Coordinate and develop communication for application users, both internal and external.
- Develop, coordinate, deliver, and facilitate staff and customer training for Division specific applications through both formal and informal training programs.
- Serve as the liaison between LAP staff and customers and the software development team in which requirements flow.
- Interpret customer business needs and translate them into application and operational requirements using strong analytical and project management skills.
- Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.
- Complete internal control evaluations for Information Technology (IT) systems as required by the Auditor General.
- Document and coordinate system fixes/enhancements through the use of System Business Management Software to ensure projects are completed on time.

Duty 2**Percentage: 25**

Coordinate the Local Agency state and federal directly funded (earmark) programs, as directed by the State Legislature. Coordinate the Local Agency Program unit's effort in case of a Federal Emergency Response.

For the State directed fund (earmark) program:

- Receive legislative information (e.g., local agency recipient, applicable project identification information, funded amount, boilerplate language) from the Bureau of Finance and Administration and State Budget Office and work with the Local Agency Agreement engineer to develop an agreement for the project, for Attorney General (AG) review and approval. Once the agreement is executed, work with the Local Agency to ensure necessary documentation (Exhibit A/B) regarding project milestones is received in order to process payments of the directed funds, following legislative requirements and/or state budget office requirements.
- Review, analyze, and ensure data (e.g., payment details, agreement status, project details, local agency contact details) is accurate and up to date to ensure program compliance.
- Review and compare changes to State or Federal laws or regulations that impact program administration and make recommendations to manager.
- Upload documents to ProjectWise for appropriate parties to receive necessary information and coordinate with MDOT Transportation Service Center (TSC) construction engineers to complete final field review upon project completion.
- Track projects and ensure compliance throughout the project, accurate information is available to MDOT management and Legislature upon request.

For the Federal directed fund (earmark) program:

- Receive legislative information (e.g., earmark description, amount, and location) from Federal Highway Administration (FHWA) and Bureau of Finance.
- Review and research earmark details and communicate with local agencies to determine earmark recipients and gather additional project details for programming the MDOT job number.
- Coordinate tasks with MDOT Planning staff and other agencies as needed, to successfully program the project.
- Coordinate with Local Agency Program manager, area engineers, and Planning staff on project details and progression.
- Review, analyze, and ensure data (e.g., grantee information, project description, project phase, additional funding sources, obligation status) is accurate and up to date to ensure program compliance.

For the Federal Emergency Response program:

- Coordinate with the LAP Section Manager identifying local municipalities that may have been affected by a Federal Emergency event.
- Establish and maintain spreadsheets and documentation of damages incurred by local agencies and provide documents to the LAP Section Manager.

Duty 3

Percentage: 15

Manage LAP record storage system, external webpage, listserv notifications, Freedom of Information Act (FOIA) requests, and other data requests.

- Coordinate the development of listserv notifications for LAP on GovDelivery. Proactively determine messages that should be shared via Listserv. Seek out information from LAP staff to develop listserv notifications.
- Work with LAP staff to review documents, text, and resources to be posted on the LAP external webpage. Post documents using Americans with Disabilities Act (ADA) guidance.
- Stay up to date on current online resources and ADA practices.
- Work with LAP staff to gather and submit information related to LAP FOIA requests to MDOT FOIA Coordinator.
- Research and compile information related to audit concurrence on local agency projects. Coordinate with Office of Commission Audit.
- Manage Record Center files through Content Management System and manage closed project information for reporting and recalling files, if needed.
- Work with LAP Project Manager to track consultant contract and invoice information in LAPMS to monitor invoice compliance as it relates to each consultant contract authorization.
- Analyze and validate LAP project consultant invoices in ProjectWise for accuracy according to the contract before Project Manager approves payment.
- Apprise Project Manager of any invoice errors or discrepancies according to the approved contract.
- Create and analyze invoice reports as required by Project Manager.

Duty 4

Percentage: 5

Other duties as assigned.

- Represent the division at meetings, workshops, conferences, and trainings.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Research impacts to LAPMS, LARS, and LPAMS due to changing department needs or legislation. Development and delivery of training for local agencies to educate on changes to systems.

Take immediate action when problems arise with LAPMS, LARS, and LPAMS. Make decisions on priorities of workload in relation to deadlines and importance of project activity and work assignments requiring immediate action during supervisor's absence. Assist outside agencies, consultants, or department personnel with inquiries.

These decisions affect unit personnel and the quality of our service and products to our customers.

Types of decisions that require the supervisor's review: Interpretation of policy or procedure changes or when a new situation occurs that could impact department/division policies or procedures.

Decisions that may set precedence and impact other areas of the Department.

Physical effort used to perform this job and environmental conditions of this position: Typical duties associated with an office environment including extensive use of a computer and remaining in a stationary position for extended periods of time. Periodic travel statewide for meetings, training sessions, field inspections, etc. may be required. Position may require availability outside normal working hours based on operational needs.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: This position functions as the recognized resource systems analyst for the LAPMS, LARS, LPAMS, and LAP external website, and Local Agency Program Listserv. This position troubleshoots issues with the systems, analyzes and prioritizes enhancements to the systems, and trains staff and consultants on the use of the systems. This position coordinates the identification and implementation of the Local Agency state and federal earmark program as directed by the State and Federal enabling legislation.

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Function of the work area: The Local Agency Program Section's primary function is to ensure local agencies receiving state and federal aid maintain eligibility to receive that aid. Compliance with program and project requirements is essential to maintaining eligibility.

This position is the Recognized Resource Systems Analyst for technology systems within the Section. Acts as a liaison to support the Development Services Division and other MDOT business areas to support and improve technology business needs, processes, programs, new initiatives, and departmental reporting requirements as well as data extrapolation, data analysis, and system design and testing.

This position coordinates the Local Agency state earmark program as directed by the Legislature including development of project agreements. This position coordinates with multiple business areas to ensure local and federal directed fund (earmark) program as directed by applicable legislation. This position coordinates with multiple business areas to ensure local agencies are compliant with State and federal law and works closely with local agencies to accomplish project closure, according to the executed agreement.

Education, experience, and credentials typically needed to perform the position's essential functions

[Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Work effectively and manage multiple priorities.
- Communicate and deal effectively with staff and management at all levels.
- Maintain favorable public relations.
- Maintain records and prepare reports and correspondence related to work.
- Maintain composure during stressful or busy situations.

Knowledge/Experience with:

- Project development process including execution of project level agreement.
- The use of electronic filing systems and Microsoft Office products.
- Software development processes including maintenance of software.

CERTIFICATES, LICENSES, REGISTRATIONS:

none