

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: DEPTALTE

Civil Service Class and Level: Departmental Analyst-E

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 is responsible for maintaining the Local Agency Project Management System (LAPMS), Local Agency Reimbursement System (LARS), Local Program Application Management System (LPAMS), and Local Agency Program (LAP) Listserv. This position identifies issues with the systems; analyzes, researches, and recommends enhancements to the systems; and trains staff and consultants on the use of the systems. This position assists the Section Manager in coordinating the Local Agency state earmark program as directed by the State Legislature.

Assigned duties and tasks for each duty.

Duty 1

Percentage: 65

Maintain the LAPMS, LARS, and LPAMS to ensure compliance with state and federal regulation and requirements.

- Identify, research, and propose recommendations for enhancements/resolutions to problems to the LAPMS, LARS, and LPAMS ensuring customer business needs are incorporated. Track enhancements/problem resolutions through the use of Serena and Department of Technology, Management, and Budget (DTMB) staff.
- Serve as the liaison between the DTMB, Local Agency Program (LAP) staff, Michigan Department of Transportation (MDOT), customers, and the software development team regarding SIGMA modifications and LPAMS implementation and to ensure enhancements/problem resolutions are compatible and complimentary to other MDOT (JobNet, Agreement Tracking System, Preconstruction, SIGMA) automation efforts from both a vision and a data perspective.
- Provide guidance, evaluate user's security, and grant access to ensure integrity of internal controls and validity of security accesses.
- Coordinate and distribute communication for application users; both internal and external.
- Identify critical issues in system testing and ensure issues are tracked, reported on, and resolved in a timely manner.
- Coordinate and deliver staff and customer training for Division specific applications through both formal and informal training programs.
- Collaborate with developers and subject matter experts to create the technical vision and analyze tradeoffs between usability and performance needs.
- Continually seek opportunities to increase customer satisfaction and strengthen relationships.
- Work with subject matter experts to complete internal control evaluations for IT systems as required by the Auditor General.

Duty 2**Percentage: 15**

Assist supervisor with tracking the Local Agency state earmark program as directed by the State Legislature.

- Work with supervisor to receive legislative information (e.g., who recipient is, how much earmark is for, payment milestones) from the Bureau of Finance and Administration.
- Compile information necessary for Contracts to develop an agreement for payment of funds. Once agreement is executed, work with Local Agency to ensure necessary documentation regarding project milestone is received in order to make payment of earmark following legislative requirements and/or state budget office requirements.
- Review, analyze, and ensure data (e.g., payment of funds before expiration date, ensuring agreements are in place, ensuring appropriate agency is being paid) is accurate and up to date to ensure program compliance.
- Receive information from manager and incorporate changes into template agreement as a result of changes to State or Federal laws or regulations that impact program administration.
- Notify MDOT Transportation Service Center (TSC) construction engineers that project is complete and ready for review.
- Track project compliance throughout the project and upon final completion. Notify supervisor of any issues identified.
- Track projects and ensure current and correct information is available to MDOT management and to Legislature upon request.
- Responsible for document upload to ProjectWise for appropriate state change to ensure appropriate parties receive necessary information.

Duty 3**Percentage: 15**

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

- Coordinate development of listserv notifications for LAP on GovDelivery by collaborating with subject matter experts.
- Work with LAP staff to gather and submit information related to LAP FOIA requests to MDOT FOIA Coordinator.
- Compile and maintain report of design exceptions. Analyze data related to approved design exceptions to identify trends and make recommendations for process improvements.
- Compile information related to audit concurrence on local agency projects. Send notifications regarding audits to local agencies for concurrence. Coordinate with Office of Commission Audit.
- Update inventories and physical files within the office.
- Responsible to analyze and maintain appropriate space for LAP record storage.
- Determine appropriate departure of files for retention after financial closeout according to the PR-20 (final voucher) processed by Finance.
- Utilize Versatile to process and purge all closed files.

Duty 4**Percentage: 5**

Other duties as assigned.

- 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.
- 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: Approval of access requests to IT systems. Submission of Serena tickets when issues arise. Management and prioritization of workload.

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 is responsible for maintaining the Local Agency Project Management System (LAPMS), Local Agency Reimbursement System (LARS), Local Program Application Management System (LPAMS), and Local Agency Program (LAP) Listserv. This position identifies issues with the systems; analyzes, researches, and recommends enhancements to the systems; and trains staff and consultants on the use of the systems. This position assists the Section Manager in coordinating the Local Agency state earmark program as directed by the State Legislature.

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.

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