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: DEPTALTE440N

Civil Service Class and Level: DEPARTMENTAL ANALYST-E

Working Title (What the agency calls the position): Program Analyst

Name and Position Code Description of Direct Supervisor: BUNNER, JESSICA; STATE ADMINISTRATIVE MANAGER-1

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Work Area: Michigan Occupational Safety and Health Administration (MIOSHA) / Technical Services Division (TSD)

Work Location/Hours of Work: 530 West Allegan, Lansing MI 48933 / Monday – Friday 8:00 am to 5:00 pm

General Summary of Function/Purpose of Position: This position is responsible for the development, maintenance and coordination of data gathering systems in the MIOSHA agency. This includes the development and maintenance of data collection systems and the adherence to project and document control methodologies and the use of standard state software products to meet agency process needs. The position is also responsible for providing internal agency training and documentation on agency software and maintenance of the agency SharePoint and Internet sites. The position is responsible for the analysis of data collected by various internal systems and the preparation of reports that are used by agency managers.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 30**

Researches, consolidates, analyzes, and maintains program data necessary to meet program reporting and evaluation requirements and the goals of the agency for existing data systems.

- Interprets existing and proposed laws, policies, and procedures as they relate to the agencies data collection system.
- Makes recommendations to improve data collection techniques and methodologies
- Analyzes data collection system data and prepares reports as required.
- Conducts correspondence related to the data collection system.
- Prepares and/or reviews for accuracy letters of agreement with outside agencies related to data collection systems.
- Maintains data collection systems, ensuring accuracy and relevance of data.

Duty 2 **Percentage: 30**

Develops, implements, and maintains new agency data collection systems.

- Analyzes business process and data flow for agency sections, identifying and documenting business needs as requested.
- Interprets business analysis documents and develops and documents data collection, processing, and reporting strategies
- Evaluates documented strategies and coordinates with Agency staff to ensure strategies map to business needs.
- Researches and analyzes information to ensure compliance with existing rules governing security and privacy of agency data.
- Designs and develops data collection tools for agency staff using standard state software products.
- Develops test plans and implements functionality testing of data collection system.
- Provides periodic system review of data collection tools and implements enhancements, as required.
- Assists in the creation of reports and statistics using system features and standard practices.

Duty 3 **Percentage: 30**

Provides training, training materials and documentation for agency data collection applications and standard state software products and maintains the agency SharePoint and Internet sites as a central repository for information and resources. Research and facilitate improvements of information and services delivery via the SharePoint site. Process requests for changes to the Internet site.

- Develops and maintains documentation for agency applications as necessary.
- Develops training materials and training plans for agency applications as requested.
- Develops, creates and maintains IT-related Agency Instructions.
- Maintains and publishes a catalog of relevant IT training for agency staff.
- Conducts training on use of agency data collection applications as well as standard state software products.
- Proposes, develops and prepares tips, guides, and instructions on application usage for publication in internal venues for agency staff.
- Performs agency training on appropriate computer usage.
- Research and assess new uses of the agency SharePoint site
- Serve as agency liaison to DTMB SharePoint administrators.
- Maintain the agency SharePoint and Internet sites

Duty 4 **Percentage: 5**

Facilitate the purchase and tracking of computer software needed by agency staff. Conducts research and analysis of advancements in IT as they relate to data collection and make recommendations for improvement to agency operations.

- Researches new technology, analyzes potential fit for Agency need. Creates proposals for testing technology in the agency.
- Processes the necessary requests to secure software for agency staff.
- Maintain inventory of software licenses used by agency staff.
- Facilitate the transfer of licenses as necessary to ensure compliance within the agency.
- Prepares reports, recommendations, and recommendations to management on cost/benefit of acquiring new IT to improve agency operations.

Duty 5 **Percentage: 5**

Other duties as assigned by supervisor.

- Other duties as assigned by supervisor.

Types of decisions made independently and whom or what those decisions affect:
Through interaction with agency personnel, captures business needs and translates to strategies to accurately and efficiently manage the data flow. Client satisfaction is affected by decisions.
How to use database features to create systems that meet agency user needs. Client satisfaction is affected by decision.

Types of decisions that require the supervisor's review:
Supervisor determines specific projects and their priority of completion.
Supervisor reviews resource availability to provide long-term support to completed systems.

Physical effort used to perform this job and environmental conditions of this position:
Normal office environment with infrequent visits to out-state offices possible. Extensive computer use required. Occasional need to assist on computer installations or trouble-shooting that might require bending, stooping, or light lifting.

Essential functions of this position:
Ensure existing agency data collection systems are accurately maintained. Analyze business needs and create data collection systems to ensure agency operations are optimized. Provide training on agency applications and standard office software. Maintain the agency SharePoint and Internet sites.

Function of the work area:
The MIOSHA agency administers the employee safety and health regulations within the state of Michigan. This position assists in the provision of data collection and IT-related support to that agency. The position develops and maintains data collection systems and trains staff in their use.

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 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.

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:

- Functional knowledge of computers and standard software products.
- Ability to plan, coordinate, and execute work projects.
- Ability to create training plans and presentations and to conduct training sessions.
- Appropriate verbal and written communication skills.
- Two years of professional business and administrative experience.
- Experience working with and creating files in Microsoft Office Products including Excel and Access is required.
- Familiarity with structured query language (SQL) or creating reports from SQL Server, Oracle or other databases is preferred. Experience maintaining websites and/or SharePoint sites is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:
None