

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DEPARTMENTAL ANALYST

JOB DESCRIPTION

Employees in this job complete or oversee a variety of professional research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of various departmental programs or services.

There are five classifications in this job.

Position Code Title –Departmental Analyst (Departmental Trainee)-E

Departmental Analyst (Departmental Trainee) 9

This is the entry level and serves as a parallel classification to the Departmental Analyst 9 for classified state employees who do not possess a degree. The work performed is identical to an entry-level Departmental Analyst 9; i.e., the employee carries out a range of professional research and analysis assignments while learning the methods of the work.

Position Code Title – Departmental Analyst-E

Departmental Analyst 9

This is the entry level. The employee carries out a range of professional research and analysis assignments while learning the methods of the work.

Departmental Analyst 10

This is the intermediate level. The employee performs an increasing range of professional research and analysis assignments in a developing capacity while continuing to learn the methods of the work.

Departmental Analyst P11

This is the experienced level. The employee performs a full range of professional research and analysis assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Departmental Analyst-A

Departmental Analyst 12

This is the advanced level. The employee may function as a lead or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

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NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Researches, collects, consolidates, analyzes, and maintains program data necessary to meet program reporting and evaluation requirements, and the goals of the agency program or service.

Establishes, administers and evaluates programs, recommends program policies and procedures, and designs forms.

Designs and conducts surveys or special studies to determine needs and to assist in planning, implementing, and evaluating programs and services; consolidates data and prepares reports.

Conducts research and analysis, prepares reports, and conducts correspondence related to the work activities of the departmental program area.

Analyzes on-going program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.

Develops and recommends alternative state and departmental strategies to address and resolve a variety of issues and problems.

Interprets existing and proposed laws, policies, and procedures as they relate to a program or service area.

Provides consultation to and coordinates departmental programs with state and federal agencies, boards and commissions, private or public organizations, and communities in an assigned area.

Evaluates documents and applications for possible inclusion in programs; determines eligibility or compatibility with the objectives and priorities of the state program or service area.

Proposes, develops, and prepares policy materials, operations manuals, and supporting instructions in a program area.

Designs and implements methods for program review, evaluation, and cost analysis.

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Designs, implements, and documents personal computer based data collection, processing, and reporting systems.

Uses and maintains computer data bases to record and analyze data on program and service activities.

Evaluates contracts for compliance with department policies and procedures related to local grant program plans and budgets; recommends needed revisions.

Recommends criteria, standards, and guidelines to assess agencies' program structures and determines their compatibility with the objectives and priorities of the state program area.

Assesses the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.

Develops program plans for the assigned area, including study and analysis of program data, formulation of policy, and preparing program budget recommendations.

Performs related work as assigned.

Additional Job Duties

Departmental Analyst 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Departmental Analyst 12 (Senior Worker)

Performs, on a regular basis, professional research and analysis assignments which have been recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of research and analysis.

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

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Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.

Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.

Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.

Knowledge of the economic, social, political, and business conditions of the state.

Knowledge of the legislative process and governmental organization and structure.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.

Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

Ability to prepare requests for proposals and program agreements.

Ability to organize, evaluate, and present information effectively.

Ability to interpret laws, rules, and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to learn and utilize computer processes.

Ability to design forms.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Departmental Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education for Departmental Analyst 9-12

Possession of a bachelor's degree in any major.

Experience for Departmental Analyst 9-12

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional business and administrative experience.

Departmental Analyst P11

Two years of professional business and administrative experience, including one year of experience equivalent to the intermediate (10) level in state service.

Departmental Analyst 12

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

Education and Experience for Departmental Analyst (Departmental Trainee) 9

Education

Educational level typically acquired through completion of high school.

Experience

Administrative Support Experience

Two years of E10- or E11-level experience.

OR

Four years of advanced or supervisory 9-level, or Senior Executive Management Assistant 9 experience.

OR

Two years of advanced or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

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Business and Administrative Experience

Two years of E9- or E10-level experience.

OR

One year of advanced or supervisory 10-level (or higher) experience.

Human Services Experience

Two years of E9- or 10-level paraprofessional* or nursing experience.

OR

Two years of E10- or E11- or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

Engineering and Scientific Experience

Two years of E10-, E11-level or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

Safety, Security and Regulatory Experience

Two years of E11-level experience.

OR

Two years of advanced or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

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Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DEPTLALT

Job Code Description

Departmental Analyst

Position Title

Departmental Analyst (Departmental Trainee)-E
Departmental Analyst-E
Departmental Analyst-A

Position Code

DEPTTRE
DEPTALTE
DEPTALTA

Pay Schedule

NERE-002P
NERE-174
NERE-180

ECP Group 2
Revised 7/11/06
TeamLeaders