This position description serves as the official classification document of record for this position. Please complete the information 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
   COOK, CHRISTOPHER R; NONSTATE SUPERVISOR
   LEO-MSF-MEDC

3. Employee Identification Number
9. Bureau (Institution, Board, or Commission)
   Small Business Services/Business Solutions

4. Civil Service Position Code Description
10. Division
   Departmental Analyst-A
   Capital Access

5. Working Title (What the agency calls the position)
11. Section
   Debt Program Specialist

6. Name and Position Code Description of Direct Supervisor
12. Unit
   COOK, CHRISTOPHER R; NONSTATE SUPERVISOR

7. Name and Position Code Description of Second Level Supervisor
13. Work Location (City and Address)/Hours of Work
   COOK, CHRISTOPHER R; NONSTATE SUPERVISOR
   300 N. Washington Sq. Lansing, MI / Monday – Friday 8:00-5:00

14. General Summary of Function/Purpose of Position
This position serves as the recognized resource and program administrator responsible for loan enhancement programs funded by the State Small Business Credit Initiative ("SSBCI"). Responsibilities include review and enrollment of small business loans and managing compliance and reporting as required to MEDC and US Treasury. Position will also be responsible for completing background check requests for new Capital Access projects. This position also has responsibility for program administration of private activity bond ("PAB") financing to "for profit" and nonprofit companies for eligible projects in Michigan. This position is responsible for intake of PAB applications and execution of MSF documents which are prepared and reviewed by external counsel.
## Duty 1

**General Summary:**

Serve as recognized resource for the administration of small business loan enhancement programs operated by Capital Access. Functions include review and enrollment of small business loans in the Capital Access Program ("CAP") and Loan Guarantee Programs, as well as processing claims submitted by enrolled lenders for each program.

### Individual tasks related to the duty:

- Serve as subject matter expert and recognized resource on Capital Access loan programs.
- Intake of loan enrollment requests for CAP and guarantee program loans, including statutory review for compliance with MSF and federal program guidelines, including interpreting legislation, federal program policy, and programmatic documents.
- Intake and statutory review of claims made by lenders for enrolled loans.
- Coordinate with MEDC Finance to process funding of CAP enrollments and loan guarantee program payments.
- Submission of CAP and loan guarantee enrollment requests to Managing Director – Capital Access.
- Serve as point of contact for lenders and borrowers seeking information on CAP and loan guarantee programs.
- Tracking of enrolled loans, principal balances, fee payments, and claims related to Capital Access loan enhancement programs.

### Duty 2

**General Summary:**

Serve as primary administrator of the Private Activity Bond ("PAB") program for the MEDC. Work with a team of internal and external stakeholders, including Michigan AG office and bond counsel, to successfully complete tax-exempt financing for Michigan manufacturers, utilities, non-profit associations and corporations, and environmental companies (i.e. solid waste and hazardous waste firms).

### Individual tasks related to the duty:

- Intake and review of all PAB applications including review of completeness and borrower eligibility for tax-exempt financing based on interpretation of IRS policy and programmatic guidelines.
- Preparation of MSF Board memos for inducement and authorization requests.
- Planning and coordination of public hearings and posting of all required public notices.
- Presentation of requests in a public meeting to MSF Board.
- Represent MSF at bond closings including signing on behalf of MSF.
- Monitor closed bond projects as needed for ongoing reporting requirements.
- Monitor and maintain records of closed PAB projects in accordance with record keeping requirements.
- Develop reporting as needed related to operation of the program.
- Monitoring records of pending and approved projects in Salesforce.

### Duty 3

**General Summary:**

Generate reporting for Capital Access programs, including both internal reporting for and external reporting.

### Individual tasks related to the duty:

- Provide required reporting for Capital Access loan enhancement programs for internal MEDC scorecard and other reporting, as needed.
- Work, as part of a team, to complete annual legislative reporting.
- Work, as part of a team, to complete all SSBCI reporting to US Treasury, including quarterly and annual reports.
- Gather information from lenders in order to ensure completeness of all reports.

### Duty 4

**General Summary:**

Responsible for review of new background check submissions related to Capital Access project requests.

### Individual tasks related to the duty:

- Review documents gathered by Capital Project & Portfolio Manager for accuracy and completeness.
- Perform background check in accordance with MSF and Capital Access policy.
- Other duties as assigned.

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

Administration decisions related to program guidelines. SSBCI funded program decisions include eligibility of applicants and projects, developing recommendations for approval of such requests, and the creation of necessary reporting. Administration decisions of tax-exempt/taxable bond financing programs include eligibility of applicants, federal/state statutes, the convening of public hearings, MSF inducement and bond authorizing memos, and monthly reports.

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

Details on the specific decisions that require supervisor review are not provided in the text.
18. What kind of physical effort is used to perform this job? What environmental conditions in 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 environment and use of computer equipment. Limited in-state travel to complete bond closings.

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.

Additional Subordinates

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

- [ ] Complete and sign service ratings.
- [ ] Assign work.
- [ ] Provide formal written counseling.
- [ ] Approve work.
- [ ] Approve leave requests.
- [ ] Review work.
- [ ] Approve time and attendance.
- [ ] Provide guidance on work methods.
- [ ] Orally reprimand.
- [ ] 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?

As the recognized resource, this position is responsible for administering loan enhancement programs funded by the State Small Business Credit Initiative (“SSBCI”). This position requires a complete understanding of SSBCI and MSF program guidelines. Responsibilities related to SSBCI include review and enrollment of small business loans and managing compliance and reporting as required to MEDC and US Treasury. Completion of background checks in accordance with MSF and Capital Access policy. This position also has responsibility for administration of tax-exempt and taxable private activity bond (“PAB”) financing program. This position acts as the PAB subject matter expert for MEDC/MSF. Responsibilities include a complete understanding of MSF and federal policy related to the PAB program.

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

New position.

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

The function of Capital Access is to operate several programs, each with the goal of increasing the availability of capital to small businesses operating in Michigan. The programs are designed to unlock credit markets to allow small businesses to maintain or expand their businesses. The result is new investment and the creation and retention of jobs. This position will manage enrollments and maintain compliance of federal funding which the unit is managing to support the goal of increased capital availability. This position plays a critical role in achieving the principal mission of this unit with the responsibility for acting as the subject matter expert and administrator of small business capital access programs.

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 Analyst 12
Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:
Experience with word processing, spreadsheet, database, and calendaring software. CRM system (e.g. Salesforce) experience preferred. Effective written and oral communication skills. Strong ability to perform multitasks simultaneously. Strong ability to organize, evaluate and present information effectively. Strong ability to analyze complex data and present the information. Strong ability to function with a keen attention to detail.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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 Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

N/A

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

__________________________  __________________________
SARAH KEILEN  8/11/2023
Appointing Authority Date

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 Date