

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. ECDLATAA40N
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POSITION DESCRIPTION

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 LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Compliance
4. Civil Service Position Code Description Econ Comm Dvlpmnt Alt-A	10. Division Community Development Compliance
5. Working Title (What the agency calls the position) Compliance Program Specialist	11. Section Compliance
6. Name and Position Code Description of Direct Supervisor SCHAMPER, SHANE D; NONSTATE SUPERVISOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HORTON, COLLEEN; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Sq. Lansing, MI 48913 / Monday – Friday; 8am – 5pm

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource and expert for administration of complex economic development incentive programs and financial tracking of those programs for the Community Development Compliance unit. This position is responsible for analyzing recipient activities, financial records, evaluating progress toward goals and approving various awards to allow qualifying companies to reduce their tax liability or to access award monies. Advise Michigan businesses, local governmental agencies and the Michigan Strategic Fund of their responsibilities regarding statutory and credit or grant/loan agreement requirements. This position is also responsible for interpreting statutory requirements and internal policy to evaluate applications, providing analysis and reports for incentive programs and tax credits and assisting executive management to make decisions regarding incentive policies. These complex analytical responsibilities are necessary in order to meet statutory and program reporting and evaluation requirements. The incumbent will also compile data regarding programs and serve as a resource for MEDC management, staff and external customers regarding program parameters and qualifications. Interpret statutes and internal policy and convey this information to internal and external customers.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 40**

Perform analyses on complex economic development incentives; create reports for MEDC management and in compliance with legislative requirements. Advise senior leadership regarding usage of the programs. Track incoming payments of various economic development incentives and assist in the evaluation of the health of those incentive portfolios. Responsible for the collection of and interpretation of annual financial reporting required under various economic development incentives.

Individual tasks related to the duty:

Maintain records and be able to access data and create management reports.

- Interpret data and reports for management use and evaluation.
- Provide written and verbal reports interpreting data to assist senior management regarding effectiveness of the program.
- Keep a record of incoming payments for MCRP equity and loan participation incentives.

Duty 2

General Summary: **Percentage: 35**

Serve as the recognized resource for administration of complex economic development incentive programs and financial tracking of those programs for the Community Development Compliance unit. Performs extensive compliance checks of recipient activities, evaluation of progress toward milestones and approves credit certificates and milestone reports to allow qualifying companies to reduce their Michigan business tax liability or to create jobs and investment within Michigan.

Individual tasks related to the duty:

- Work closely with Michigan businesses, local communities and colleagues to provide information, direction and recommendation regarding economic development tools.
- Provide technical assistance to businesses and communities to assure that statutory and award agreement requirements are met for community development programs.
- Analyze applications for technical and financial feasibility and conformance with state laws and MEDC policy.
- Understand and interpret financial information provided by applicants to make decisions regarding eligibility of project and potential award calculations. Specialist must be able to interpret financial and taxation information from various sources and in various formats, communicate with applicants and communities regarding this information, and combine this information into standard formats.
- Understand and interpret invoices to assure that expenses used to calculate awards are eligible under statute and policy requirements. This may include direct communication with Michigan businesses and communities.
- Monitor grants and contracts for conformance by Michigan businesses and approve issuance of awards. By statute, Michigan Business Tax credit certificates must be signed by a designee of the Michigan Strategic Fund (MSF) board based on recommendations of the Specialist.
- Meet with award recipients (Michigan businesses) to provide technical assistance regarding usage of state awards to allow companies to receive incentives in a timely manner.
- Understand and interpret legislative and policy requirements. Formulate and communicate to Michigan businesses and communities how legislative and policy requirements may impact award recipients and local communities.
- Report activities to MEDC management through use of computerized client tracking system
- Conduct analyses, evaluate data and provide ad hoc reports to MEDC management and the MSF Directors as requested.
- Communicate with local communities to verify that local contribution to projects has been met

Duty 3

General Summary: **Percentage: 10**

Serve as a resource for MEDC management and staff, and external customers interested in or participating in the tax credit and grant/loan programs. Assist potential recipients of awards to understand statutory requirements and MEDC policy regarding granting awards.

Individual tasks related to the duty:

- Interpret and effectively communicate program policies and legislative requirements to both internal and external customers.
- Answer questions from MEDC management regarding awards given to specific clients.
- Explain processes and timelines for claiming awards to internal and external customers.
- Develop application materials and written explanations for use by businesses and communities regarding qualifications for award programs
- Determine eligibility for awards based on statutory requirements and MEDC policy and convey this information to internal and external customers.

Duty 4

General Summary: **Percentage: 10**

Review, analyze and recommend action to management regarding client requests for changes to awards. Interpret policy and legislative requirements to determine whether requests can be handled administratively, and make recommendations whether changes require executive management or Michigan Strategic Fund board approval.

Individual tasks related to the duty:

- Understand history of the programs and how this history relates to current policies and statutory requirements.
- Provide advice to award recipients regarding what changes may be possible to established award agreements and how these requests will be handled by the MEDC and the Michigan Strategic Fund.

Duty 5

General Summary:

Percentage: 5

Handle special projects or assignments as requested.

Individual tasks related to the duty:

- Conduct research and create ad hoc reports regarding economic development programs.
- Review and analyze receipts, work orders, bills and the corresponding evidence of payment related to tax credit and grant/loan programs.
- Maintain records.
- 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.

This position is expected to be able to interpret internal policy and statutes to make decisions regarding eligibility for various awards, including tax credits and cash-based award disbursements. Changes to eligibility requirements are handled by the Specialist. This position is also expected to be able to track incoming payments for various economic development incentive programs. Determining whether the payment is sufficient and/or is supported by supplemental financial documentation is another decision expected of the Specialist. Decisions are also made regarding the data sources used to provide information to management and the legislature regarding the success and usage of these programs.

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

Decisions regarding whether or not a reward request must be reviewed by the MSF. Decisions that are material (significant variance from award agreements).

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.

Typical office environment. Specialist will be required to sit for extended periods, spend significant time on the telephone and be comfortable traveling to companies and speaking with company officials. Accessing files will require bending and reaching. Some travel required.

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):

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

This economic/community development Specialist must have knowledge of complex economic development tax credit programs in order to coordinate and administer these programs ensuring compliance. Specialist is responsible for analyzing credit recipient activities, evaluating credit recipient progress toward goals and approving credit certificates and grant/loan disbursements to allow qualifying companies to reduce their Michigan corporate tax liability. Advise Michigan businesses, local governmental agencies of their responsibilities regarding statutory and credit agreement requirements. This position is also responsible for interpreting statutory requirements and internal policy to evaluate applications, providing analysis and reports for incentive programs and tax credits and assisting executive management to make decisions regarding incentive policies. These analytical responsibilities are necessary in order to meet statutory and program reporting and evaluation requirements. The incumbent will also compile data regarding programs and serve as a resource for MEDC management, staff and external customers regarding program parameters and qualifications. Interpret statutes and internal policy and convey this information to internal and external customers.

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

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

Program Administration is responsible for encouraging the development of existing businesses in Michigan as well as the attraction of new businesses to Michigan. Key programs and initiatives managed by this business unit include the Michigan Economic Growth Authority (MEGA), Brownfield Tax Credit Program, Transformational Brownfield Program, and other grant and loan programs. This position is involved in all aspects of these programs and contributes significantly to the success of these programs. This position will be responsible for understanding program requirements both legal and policy. Work with Michigan businesses to allow timely approval of tax credits resulting in job creation and investment in Michigan. The Specialist will also compile data and create reports regarding these programs and serve as a resource for MEDC management, staff and external customers regarding program parameters and qualifications.

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:

Economic/Community Development Specialist 12

Three years of professional experience in commercial financial analysis, marketing, international marketing, workforce development, or public or private economic or community development equivalent to an Economic/Community Development Specialist, including one year equivalent to an Economic/Community Development Specialist P11; or, involving the creation, financing, and operation of a business or providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional tax and/or credit analysis, unemployment and workers compensation analysis, evaluating loan or grant applications, developing and implementing programs to identify foreign markets for export of Michigan products..

Alternate Education and Experience

Economic/Community Development Specialist 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 use typical office equipment. Ability to use spreadsheet, database and word processing software. Ability to use the internet for research. Ability to understand and interpret legislation and statutes. Good written and oral communication skills. Preference given to applicants with MS Excel experience.

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.

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