

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

Position Code 1. ECDALTEA18N
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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 DVLPMT ALT-E	10. Division COMMUNITY DEVELOPMENT COMPLIANCE
5. Working Title (What the agency calls the position) COMPLIANCE PROGRAM ANALYST	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 / Mon-Fri 8a-5p
14. General Summary of Function/Purpose of Position This Community Development Compliance Program Analyst must have or gain knowledge of complex economic development incentives and programs to coordinate and administer these programs. Analyst is responsible for analyzing recipient activities, evaluating progress toward goals, and approving various incentive awards to allow qualifying companies to reduce their tax liability or to access incentive monies. Advise Michigan businesses, local governmental agencies, and the Michigan Strategic Fund of their responsibilities regarding statutory and incentive 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 assisting executive management in making decisions regarding incentive policies. These analytical responsibilities are necessary to meet statutory and program reporting and evaluation requirements. The incumbent will also compile data regarding programs and assist 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: 60

Analyze grant and loan programs to coordinate and administer these programs. Compliance checks of recipient activities, evaluation of progress toward milestones and approves milestone reports to allow qualifying companies to receive an award incentive.

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 incentive agreement requirements are met for business 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 incentive calculations. Analyst 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 incentives 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 incentive disbursements.
- Meet with award recipients (Michigan businesses) to provide technical assistance regarding how they may qualify for an incentive program.
- Understand and interpret legislative and policy requirements. Formulate and communicate to Michigan businesses and communities how legislative and policy requirements may impact incentive 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 2

General Summary:

Percentage: 10

Review, analyze and recommend action to management regarding financial documentation related to the client and the associated incentive. Ascertain from financial documentation the fiscal health of a project, the ability for the project to repay, and whether payment received is accurate.

Individual tasks related to the duty:

Maintain financial records of award recipients to determine compliance with their agreement.

- Collect financial documents from award recipients and interpret them for staff and reporting purposes.
- Prepare and present reports on the fiscal status of award recipients and their projects.
- Assist with other business units and external partners to answer questions on payments, financials, or provide recommendations for resolving conflict.

Duty 3

General Summary:

Percentage: 10

Assist MEDC management and staff, and external customers interested in or participating in grant/loan programs. Assist potential recipients of incentives to understand statutory requirements and MEDC policy regarding these programs.

Individual tasks related to the duty:

- Understand and be able to explain policies and legislative requirements of the programs to internal and external customers.
- Answer questions from MEDC management regarding incentives given to specific clients.
- Explain processes and timelines for claiming incentives to internal and external customers.
- Develop application materials and written explanations for use by businesses and communities regarding qualifications for grant/loan programs.
- Determine eligibility for incentives based on statutory requirements and MEDC policy and convey this information to internal and external customers.

Duty 4

General Summary:

Percentage: 10

Conduct analyses: create reports for MEDC management and to meet legislative requirements. Advise senior leadership regarding usage of the programs.

Individual tasks related to the duty:

- Maintain financial 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.

Duty 5

General Summary:

Percentage: 10

Review, analyze and recommend action to management regarding client requests for changes to incentives. 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.
- Assist 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.
- 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.

An analyst is expected to be able to interpret internal policy and statutes to make decisions regarding eligibility for incentives. In addition, the analyst makes decisions regarding the eligibility of the incentive. Changes to eligibility requirements are handled by the analyst. At the experienced level, considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on programs. 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. The analyst is expected to also be able to interpret, analyze, and make recommendations based on the review of various financial documents.

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

Decisions regarding whether 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. Analyst will be required to sit for extended periods, spend significant time working at a computer 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):

<input type="checkbox"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> 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?

23. What are the essential functions of this position?

This Economic/Community Development Analyst must have knowledge of economic development programs to coordinate and administer these programs ensuring compliance. Analyst is responsible for analyzing incentive recipient activities, evaluating incentive recipient progress toward goals and approving grant/loan disbursements to allow qualifying companies to receive incentive awards. Assist Michigan businesses, local governmental agencies in their responsibilities regarding statutory and incentive 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 assisting executive management in making decisions regarding incentive policies. These analytical responsibilities are necessary to meet statutory and program reporting and evaluation requirements. The incumbent will also compile data regarding programs and assist 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 Strategic Fund (MSF), Renaissance Zone Program and other grant and loan programs. As an entry to experienced level Economic/ Community Development Analyst, 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 award incentives resulting in job creation and investment in Michigan. The analyst will also compile data and create reports regarding these programs and assist 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 Analyst 9
No specific type or amount is required.

Economic/Community Development Analyst 10
One year of professional experience in commercial financial analysis, marketing, international marketing, workforce development, or public, private economic, or community development equivalent to an Economic/Community Development Analyst 9; 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..

Economic/Community Development Analyst P11

Two 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 Analyst, including one year equivalent to an Economic/Community Development Analyst 10; 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..

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. Excellent 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