

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPTALTE

Civil Service Class and Level: Departmental Analyst-E

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

Name and Position Code Description of Direct Supervisor: STEHLIK, DEBORAH; NONSTATE SUPERVISOR

Department/Agency: LEO-MSF-MEDC

Bureau (Institution, Board, or Commission): Operations & Performance

Division: Place, Programs & Services

Section: Place Incentives

Unit:

Work Location (City and Address)/Hours of Work: 300 N. Washington Sq. Lansing, MI 48913 / Monday – Friday; 8:00 a.m. – 5:00 p.m.

General Summary of Function/Purpose of Position: This analyst position is responsible for reviews of all Community Development/Place incentives, including the Michigan Community Revitalization Program (MCRP) and Brownfield Tax Increment Financing (TIF) incentives. This position performs statutory reviews for Act 381 Work Plans and for MCRP and RAP incentives and prepares briefing memos and resolutions for the MSF Board and/or MSF Board/MEDC Delegates. In addition, this position provides operational support to local Brownfield Redevelopment Authorities (BRA) by assisting with legislatively required reporting activities.

Assigned duties and tasks for each duty.

Duty 1: Conduct statutory reviews of all Community Development incentives, primarily Brownfield TIF and MCRP projects.

- Perform statutory review for all CD incentives including Brownfield 381 Work Plans and Michigan Community Revitalization Program applications.
- Interpret legislation, policies and guidance and also communicate with stakeholders about relevant applications.
- Reviews various programmatic documents to ensure their completeness and compliance with both statutory and policy requirements.
- Prepares and reviews briefing memos and pre-approval letters for presentation to the MSF Fund Manager, Delegates of the MSF, or Michigan Strategic Fund Board.
- Prepares for meetings with project stakeholders by preparing materials and meeting invitations; records and distributes meeting notes.
- Analyze and interpret project data received from community and/or developer. Thoroughly analyze project materials and make recommendations to leadership on whether or not state support should be awarded.
- Reviews, processes, and prepares amendment requests for approvals and/or changes to previously approved projects.

Duty 2: Provide operational support for Brownfield Redevelopment Authority (BRA) reporting by assisting BRAs with reporting requirements, applying established reporting procedures, conducting preliminary data reviews, and coordinating with internal staff and EGLE to ensure accurate and timely submission of legislatively required information.

- Assist local Brownfield Redevelopment Authorities in understanding and applying established BRA reporting procedures and processes.
- Compile, organize, and prepare data needed for the legislatively required BRA report, ensuring accuracy and completeness.
- Communicate reporting timelines, procedural updates, and required documentation to stakeholders as directed by program leadership.
- Coordinate with EGLE staff to exchange information and verify reporting details, escalating issues as needed.
- Prepare and track invoices for the State Brownfield Fund in accordance with established procedures.
- Conduct preliminary quality checks of BRA reporting submissions to identify missing information, inconsistencies, or errors.
- Support program staff by helping implement reporting procedures and facilitating workflow across teams.
- Assist in maintaining reporting manuals and documentation by incorporating updates provided by program staff or leadership.

Duty 3: Support regional development staff and other field staff in scoping and vetting early-stage projects.

- Communicate about program guidance and parameters as they relate to specific projects that are in Salesforce Stage 0 or earlier
- Conducts technical assistance visits and calls with companies and local units of government to review procedures for obtaining incentives.
- Prepares for meetings with project stakeholders by preparing materials and meeting invitations; records and distributes meeting notes.

Duty 4: Perform other duties as assigned.

- Perform other duties as directed by management.

Types of decisions made independently and whom or what those decisions affect: Interpret, review and determine completeness of brownfield work plans including analysis of tax increment financing spreadsheets. Interpret, review and determine completeness of Michigan Community Revitalization Program (and other CD program) applications and other intake materials including analysis of project proformas. Provide direction to applicants and to Brownfield Redevelopment Authorities. Evaluate data for accuracy. Independently determine work priorities.

Types of decisions that require the supervisor's review: Recommendations for Board or Delegate approval.

Physical effort used to perform this job and environmental conditions of this position: While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

The job requires occasional travel throughout the State of Michigan, including the Upper Peninsula.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Responsible for reviews of all Community Development/Place incentives, including the Michigan Community Revitalization Program (MCRP) and Brownfield Tax Increment Financing (TIF) incentives. This position performs statutory reviews for Act 381 Work Plans and for MCRP and RAP incentives and prepares briefing memos and resolutions for the MSF Board and/or MSF Board/MEDC Delegates. In addition, this position provides operational support to local Brownfield Redevelopment Authorities (BRA) by assisting with legislatively required reporting activities.

The function of the position's work area and how it fits into that function: The Brownfield/MCRP/SmartZones Section is responsible administers programs that provide financial incentive packages to real estate investors for the redevelopment of brownfield and historic properties within Michigan's urban and downtown areas. This section is responsible for the monitoring, reporting, and compliance of the MCRP grants and loans, brownfield tax increment financing tools and the monitoring, reporting, and compliance with the SmartZone agreements and legislation. Also provides technical assistance and training to new and existing staff members regarding various packaging options.

This position will review projects to ensure compliance with Act 381 of 1996, as amended and with the requirements and guidelines of the Michigan Community Revitalization program and upon successful project evaluation, the position shares responsibility for preparation of memos and resolutions necessary to seek Michigan Strategic Fund Board approval.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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:

1. Ability to read, analyze, and interpret technical journals, legal and contractual documents, and financial reports.
2. Ability to function with strong written and verbal communication skills.
3. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
4. Ability to define problems, collect data, establish facts and draw valid conclusions.
5. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
6. Ability to grasp the industry/position-specific software with minimal training.
7. Ability to manage multiple projects and meet various deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required. Applicants with National Development Council (NDC) or International Economic Development Council (CEdC) certification preferred.