

AGENDA

Committee on Personnel June 5, 2025 at 4:00 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda, members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting. To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

Council Member Carter, Chairperson
Council Member Kost, Vice Chairperson
Council Member Jackson, Member
Council Member Pehlivanoglu, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. May 22, 2025
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. DISCUSSION - City Hybrid/Flexible/Remote Policy
 - C. DISCUSSION - Filling Vacancy of Council Appointed Internal Auditor
 - D. DISCUSSION - Filling Vacancy of Council Legislative Analyst
6. **Other**
7. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

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MINUTES

Committee on Personnel

Thursday, May 22, 2025 @ 4:00 p.m.

City Council Conference Room, 10th Floor City Hall

CALL TO ORDER

Council Member Carter called the meeting to order at 4:00 pm

PRESENT

Council Member Tamera Carter, Chair
Council Member Ryan Kost, Vice Chair
Council Member Trini Pehlivanoglu, Member
Council Member Brian T. Jackson, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Lisa Hagen-Lawrence, OCA
Elizabeth O’Leary, HR

PUBLIC COMMENT

No public comment on the time.

DISCUSSION/ACTION ITEMS

DISCUSSION – Filling Vacancy of Council Appointed Internal Auditor

Council Member Carter spoke briefly about the packet materials and noted this would be preliminary on how to proceed. Council Member Carer then spoke on the Committee on Municipal Audit, which had planning, field work, product work and follow up. There was also outside those for other audit processes, and if there were urgent topics, that would be brought to the auditor. With that, there were conversations on capacity, getting things in a timely manner. This would lean towards with filling this that the next auditor would have the tools get all the appropriate reporting in a timely manner.

The Committee discussed how to move forward; continue process posting and interviews; look at an RFP for a bigger picture. Council Member Jackson asked the OCA about individuals through HR or potentially an RFP, and does it matter how this person comes, or can they be part of a firm. Ms. Hagen-Lawrence was not able to speak to it at this time, and she could look into it at that time.

Council Member Jackson stated he believes that with a qualified person the person can complete the role off site, and maybe the Committee could consider making the position hybrid and they would stay longer. Council Member Pehlivanoglu supported a hybrid option, but also look at taking steps to make sure this a competitive position, and what is the pros and cons for this person being in person. She then asked for historical details on barriers and issues that have come up with previous auditors and have left; looking for a trend. Ms. O’Leary was asked if there are sunset interviews with auditors who have left the Council offices to other departments. Ms. O’Leary stated she can not speak to Council staff. There are lots of applicants that look for those hybrid roles, and some roles cannot be hybrid, but

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generally hybrid could bring in a larger pool. Council Member Carter noted that the charter speaks to onsite role with the auditor, and that might need to speak to that as well; with the language eluded to the auditor being on site. This could be looked at the job description. Council Member Pehlivanoglu noted she is open to discussions on options, and there is an opportunity to determine if hybrid or in-person, there is a section in the job posting so it can be clarified.

Ms. Hagen-Lawrence was asked to look at the RFP process, directed the Committee to look at job descriptions. Council Member Jackson asked OCA if the Charter allows for remote or hybrid.

Council Member Kost with previous auditors, the Administration appears to have taken the last two auditors; asked OCA if they can there be a non-compete clause so they cannot move to other departments, she stated she would speak to the City Attorney. Council Member Kost then stated with the hybrid it would have to be equal for other employees; also there are some files and records stored on site. Council Member Jackson stated there are political optics; federal state and local, that remote work is no efficient or effective. Then he stated when it comes to hybrid there could be weeks planned for when needing to be in the office, and supported hybrid for all council staff employees.

Council Member Carter noted the remote should be determined by OCA if possible.

Council Member Pehlivanoglu asked if there is a remote policy in place, and Ms. O'Leary stated she believes the do and she was asked to get it the Committee. Council Member Carter there is another option to see what other communities have remote internal auditor. Council Member Pehlivanoglu asked for urgency to keep moving forward.

Ms. Boak asked for Committee consensus of the job posting to mark up, and it was determined the most recent job description. Council Member Pehlivanoglu noted they should look at the experience they are looking at for experience and credentials. Council Member Jackson stated in his past experience there was a struggle with getting more robust field of applicants.

Other

Council Member Carter then reminded the Committee will have to speak to the Legislative Analyst position, and bring discussion to that as well at the next meeting. Council Member Pehlivanoglu if there has been anything in the past, and Ms. O'Leary stated she did not find that title in the past. Council Member Kost stated the State House and Senate probably has that position.

Ms. O'Leary stated she can provide the hybrid policy but would need more time on reaching out to other communities on their positions.

ADJOURN

Adjourn: 4:28 p.m.

Submitted by

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on

Remote Work Guidelines

Agencies determine the methods, means, and personnel to conduct operations. Agencies have sole discretion to identify positions suitable for remote work and authorize requests to work remotely. Approval depends on operational needs, including the suitability of duties, skills and abilities of employees and supervisors, and availability of necessary equipment. Remote work can provide flexibility to meet customer, employee, and business needs and enhance delivery of services.

There are two ways to secure a remote work arrangement:

1. An eligible employee may submit a Remote Work Agreement request to the agency.
2. Agencies may designate remote work as the primary work location for an employee through an executed Remote Work Agreement.

Equipment, Hardware, Software, Utilities, and Materials

1. Agencies determine the business functions needed for remote workers to complete their jobs. The Michigan Department of Technology, Management and Budget (DTMB) will establish IT hardware, software, network connections, and security considerations to standardize remote work capabilities for employees.
2. Agencies may provide, at their sole discretion, computer hardware, network connections, and security as determined by the assessment of DTMB. Employees must take appropriate steps to minimize damage to state-owned equipment. Agencies are responsible for insuring state-owned equipment.
3. Agencies cannot authorize remote workers to use employee-owned computer equipment, software, and other devices to perform assigned work away from the state work location. All SOM employees and contractors are required to adhere to the Technical Standard for Acceptable Use of Information Technology (1340.00.130.02) which includes devices, networks, data, software, email, and system accounts. Requests for exception to this policy must follow the Technical Standard for Technical Policy and Product Exception Standard (1305.00.02).
4. Employees cannot use employee-owned PCs to access sensitive data or place sensitive data on employee-owned storage media. Accessing sensitive data must be performed using state equipment.
5. DTMB is responsible for installing, testing, maintaining, updating, and repairing equipment and software for state issued equipment. All such activities must be performed at the state offices unless otherwise authorized. DTMB will not generally perform such activities at employees' homes. The employee shall follow agency protocols on services from the State of Michigan Client Service Center.
6. Equipment, hardware, software, and other devices furnished by the employer remain state property and subject to agency work rules limiting personal use. Agencies shall maintain records documenting what state property has been designated for remote work. State-owned software must not be installed on employee-owned hardware. Employee-owned software must not be installed on state hardware.
7. Remote workers will return state hardware, software, supplies, documents, and other information or property to the state work location before ending the Remote Work Agreement or employment.

8. Remote workers must promptly notify the employer of an equipment malfunction or failure of either state- or employee-owned equipment. If a malfunction prevents the worker from performing assigned tasks, the worker must notify the employer immediately. The worker will be directed to perform other assignments, assist with the repair or exchange of equipment, or return to the state work location.
9. Agencies are responsible for determining the telephone and broadband requirements to perform work. Employees must establish and provide at their own expense remote work environments that have high-speed internet access (commercial cable or wireless broadband with minimum speeds of 25 Mbps download and 5 Mbps upload), suitable lighting and furniture, and other utilities.
10. Agencies will inform employees of SOM and agency privacy and security requirements for remote work, including necessary equipment, use of VPNs, and other encrypted communications.
11. Remote workers must ensure that updates are timely made to hardware and software, consistent with DTMB policies.

Work Rules

Agency policies and work rules applicable to state offices also apply to remote-work locations and failure to comply may result in discipline or ending a remote-work arrangement.

Work Plan

Agencies are responsible for ensuring that supervisors establish and explain a work plan for employees working remotely that sets performance expectations, communication procedures, and privacy and security requirements during the remote-work assignment. Supervisors and employees shall certify that the remote-work plan has been discussed in the Remote Work Agreement. Documentation and explanation of expectations must also be memorialized in the annual-rating process for continuing remote work.

Fiscal Responsibilities

Agencies are responsible for managing the costs associated to remote work in their allocated budget. Supplies and eligible employee reimbursement must be identified in the Remote Work Agreement and cannot conflict with Standardized Travel Regulations, state vehicle use policies and procedures, procurement policies and procedures, or any applicable collective bargaining agreement. Employees with authorized remote-work arrangements are not eligible for reimbursement for (1) travel between a remote work location and the work location where the employee would normally work absent a Remote Work Agreement or (2) meals or lodging purchased within the agency-defined remote-work location or work location where the employee would normally work absent a Remote Work Agreement.

Tax Laws

Federal, state, and local tax obligations resulting from remote work are the responsibility of the employee.

Remote-Work Location

Remote work from a location outside Michigan requires the prior written approval of the Office of the State Employer. Previously established out-of-state employees may continue to work remotely but should enter a Remote Work Agreement memorializing their status. Note: State computers and devices are not authorized for use outside the United States and Canada—whether for short-term, occasional use on vacation or longer-term, remote work. Any employee seeking to use state IT equipment outside the United States or Canada will also need to obtain prior approval and alternate equipment from the DTMB.

Cancellation

Agencies may cancel a Remote Work Agreement anytime upon written notice to the employee. An employee may rescind an approved request to work remotely in writing anytime to the agency. If feasible, two weeks' notice should be given.

Modification

Amendment, modification, or extension of a Remote Work Agreement can be made anytime with written agreement between the agency and employee.

Grievance Procedure

Denial of a request to work remotely and cancellation of a Remote Work Agreement are not considered discipline nor grounds for a grievance.

Work Schedules

1. The supervisor and employee will determine which days and hours during the pay period that the employee can work remotely. The agency must review the schedule and approve, modify, or deny the request.
2. Absent other arrangements, the employee is expected to attend all assigned meetings remotely or in person. No work-related meetings will be conducted in the remote worker's home or other non-state owned or leased locations without the agency's approval. Agencies may establish standards for virtual meeting protocol.
3. An employee scheduled to work remotely on a day when the state work location is declared closed or inaccessible is expected to work remotely. An employee with a Remote Work Agreement who is scheduled to work from the state work location on a day when it is declared closed or inaccessible is expected to work remotely.
4. If an equipment failure or power outage occurs at the remote work location, the employee must report for work at the state workstation unless the supervisor authorizes otherwise.
5. An employee is to perform only official duties and not conduct personal business while on work status at the remote work location. Personal business includes caring for dependents and performing other personal or home duties.
6. Remote workers must comply with agency requirements and applicable collective bargaining agreements on illness and absence reporting and the use of leave credits.

Health and Safety

Remote work locations are considered extensions of state workspace during scheduled remote-work hours. In the Remote Work Agreement, employees must certify that remote workspaces comply with, at a minimum, the following Remote Work Health and Safety Standards:

- All reporting requirements for injury or illness extend to the remote work location.
- Home locations must accommodate any state equipment used in performing work and due diligence and care will be exercised in the use and maintenance of equipment.
- Heating, cooling, ventilation, and lighting are adequate for satisfactory work performance.
- Electrical equipment is free of recognizable hazards and grounded.
- Walkways, doorways, and corners are free of obstructions that interfere with visibility or movement.
- File cabinets and other storage devices are arranged so drawers and doors do not open into walkways.

- Work chairs are structurally sound and floors are free of conditions that could cause trips or falls.
- Electrical cords, telephone lines, and equipment cables are secured and do not interfere with foot traffic.
- The state may inspect home locations during remote work hours, with reasonable advance notice, to ensure ongoing compliance with Remote Work Agreements.
- Non-compliance with Remote Work Health and Safety Standards is grounds to end authorization for remote work.

PER HR DIRECTOR – Examples of current language in union contracts that speaks to flexible work schedules, redefining normal workday, etc.

Local 243- CTP

SECTION 1. Hours of Work. Eight (8) hours shall constitute a normal work day and forty (40) hours a normal work week except as otherwise provided in this Agreement.

Detention officers assigned to the Lansing Police Department shall work twelve (12) hour shifts for a total of thirty-six (36) hours for a normal work week. The starting and quitting time of the twelve (12) hour shifts will generally be: Day Shift 0700 to 1900 hours Night Shift 1900 to 0700 hours 40

This Section is intended to indicate the usual hours of work and shall not be construed as a guarantee of hours of work. Provided, this section shall not preclude the employee and his/her department head or designee from entering into a mutual agreement which redefines normal work day, accommodates the special request of the employee or incorporates the concepts of core time, compressed time or flexible work schedules in individual departments which are consistent with the terms of this agreement relative to how leave time is accrued and used and eligibility for premium payments is set forth. Any agreement lasting for more than one pay period shall be in writing and forwarded to the Union and the Department of Human Resources.

UAW 2256

SECTION 19. Hours of Work. A. The Normal Work Week and Work Day. Forty (40) hours shall constitute a normal work week and eight (8) hours a normal work day, for which the regular hourly rate shall be paid as set forth in Appendix A of this Agreement. No seasonal employee shall have his/her work week schedule altered for the purpose of avoiding the payment of overtime. No seasonal employee shall be required to work on his/her scheduled day off in lieu of his/her scheduled work day. Nothing herein shall be construed as meaning that any seasonal employee shall receive overtime pay for Saturday and Sunday work unless such work is performed according to Band/or C of this Section. Provided, this Section shall not be construed to prevent the implementation of special shift arrangements in operational units different from the above, which incorporates the concepts of core time, compressed time or flexible work schedules, where the change is initiated by the Human Resources Director or designee in writing and approved by the Union President. In addition, a four (4) 10- hour day workweek may be implemented in work groups by mutual agreement between the City and the Union.

Teamsters Local 214

ARTICLE 13 HOURS OF WORK AND OVERTIME ARTICLE 13, SECTION 1. Hours of Work. Eight (8) hours shall constitute a normal work day and forty (40) hours a normal work week. However, at department director and Human Resources Director discretion, an alternative four (4) day, ten (10) hour work week will be allowed. Leave time for a schedule such as this should be used in the same increments of the workday, (i.e. if you use paid leave time for a full day, ten (10) hours would be logged as time off in the timecard). This Section is intended to indicate the usual hours of work and shall not be construed as a guarantee of hours of work. Provided, this section shall not preclude the parties from entering an agreement which redefines normal work day, or incorporating the concepts of core time, compressed time or flexible work 44 schedules in individual departments which are consistent with the terms of this agreement relative to how leave time is accrued and used and eligibility for premium payments is set forth.

Print

Municipal Internal Auditor

City of Lansing

Lansing, Michigan, United States +1 (On-Site)

Preferred Member Company

26 days ago

Job Type
Full-Time

Job Duration
Indefinite

Salary
\$76,588.00 - \$114,557.00

Min Experience
5-7 Years

Min Education
BA/BS/Undergraduate

Required Travel
0-10%

Salary - Type
Yearly Salary

Job Function
Accounting & Finance

Description

The City of Lansing, MI (Pop. 117,741-200,000) is seeking a seasoned municipal finance professional as their Internal Auditor as required by the City Charter, to work under the direction of City Council (elected members).

This full time on-site position is ideal for a professional who is familiar with municipal government and committed to making a difference. The Municipal Internal Auditor will play a key role in the continuing revitalization of the city and will have many opportunities to demonstrate leadership and innovation in concert with elected City Council Members who represent their constituents. The position will assist the council members in evaluating the planning and budgeting affairs of the City in order to develop and maintain unified City policies.

The City's Internal Auditor will provide independent objective consulting services designed to add value to and improve the City of Lansing operations, while ensuring the integrity of City finances. In this role the ideal candidate will have experience and skills in performing a wide range of special, annual audits, studies and reports, including coordinating work for financial, operational, and performance-based

Requirements

- Bachelor's degree or equivalent in Accounting, Business Administration, Public Administration, or related field
- At least five (5) years or more of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field.
- Certification as CPA, CIA, CFE and/or CISA preferred.
- If not already CPA, CIA, CFE and/or CISA, certification must be obtained within one year of employment as a condition of continued employment.

To apply: www.governmentjobs.com/careers/lansingmi

Job ID: 73409609



City of Lansing

Please refer to the company's website or job descriptions to learn more about them.

[View Full Profile](#)

Jobs You May Like



Associate Planner
Delta Charter Township
Lansing, MI, United States (On-Site)



Chief Financial Officer
City of East Lansing
East Lansing, MI, United States (On-Site)



DPW DIRE
CITY OF CHARLOTTE

APPLY

City of Lansing
NON-BARGAINING UNIT JOB DESCRIPTION

Department: City Council

PCN: LEGISAUD

Position Title & Level: Municipal Internal Auditor 42

GENERAL SUMMARY OF DUTIES: Responsible for providing independent, objective assurance and consulting services designed to add value to and improve City of Lansing operations and ensure integrity of City finances. Furthers City of Lansing goals and priorities by bringing a systematic, disciplined and thorough approach to evaluate and improve the effectiveness of risk management, control, governance and operational processes. Reports to the Lansing City Council on-site.

SPECIAL REQUIREMENTS - TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with provision of the appropriate Personnel Rules. Failure to obtain the necessary certification may result in lay-off or discharge at the sole discretion of City Council.

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.
- Position appointed by City Council and serves at will.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's degree or equivalent in Business Administration, Public Administration, Accounting, or related field
- Five (5) years of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field.
- Certification as CPA, CIA, CFE and/or CISA preferred.
- If not already CPA, CIA, CFE and/or CISA certification must be obtained within one year of employment as a condition of continued employment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of governmental auditing and accounting principles. Knowledge of internal controls and financial management practices. Skill in performing a wide range of professional auditing functions including auditing of general ledgers and accounts, analyzing and interpreting financial records, and communicating financial information; and skill in preparing a wide range of special and annual studies and reports. Knowledge of and skill in coordinating work for financial, operational and performance-based audits.

Ability to develop and coordinate annual internal auditing processes and timelines. Ability to evaluate internal control systems and make recommendations for improvement. Skill in utilizing computers and computer software, with advanced knowledge of Microsoft Excel, Microsoft Word, Microsoft Access, PowerPoint, and financial databases.

Ability to maintain effective working relationships and work in a team-based environment; organize, plan and prioritize projects; identify problems; propose and implement solutions; conduct group presentations; facilitate group meetings and lead successful change initiatives. Effective in oral and written communication. Ability to maintain and handle confidential information.

PHYSICAL CAPACITY REQUIREMENTS: Frequently required to sit, talk, hear and listen. Good vision require to read and interpret documents. Ability to effectively communicate orally and in writing with the Lansing City Council; City of Lansing directors, managers and employees; and outside agencies. Ability to enter and retrieve data from computerized, typed, and written sources. Some travel required. Some night meetings required.

ENVIRONMENTAL CONDITIONS: Office environment with some trips to city facilities. Required to follow safety protocols applicable while visiting city facilities including use of any needed protective equipment.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position and duties and responsibilities may be added, deleted or modified at any time.

- Perform internal auditing services for the City of Lansing, including the activities necessary to conduct an annual audit of the City's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop, and implement changes to the City's internal audit system procedures and policies in consultation with the Lansing City Council.
- Audit financial transactions of all City agencies at least once every year or as otherwise directed by City Council, with access to financial and other records of all City agencies.
- Review the efficiency and economy in the use of resources with recommendations for improvements; report as to whether desired results are effectively achieved in City programs, services and activities. Annually at the end of the fiscal year provide an analysis of the financial position of the City.
- Prepare reports, presentations and recommendations to determine optimal courses of action concerning the City's financial resources and operational governance, and policy practices. Review records pertaining to material assets, such as equipment, buildings and staff, to determine the degree to which they are utilized. Inspect City accounting systems to determine their efficiency and protective value. Identify risks and offer recommendations to mitigate. Analyze data obtained from city department and agency records for evidence of deficiencies in control, duplication of effort, fraud, or lack of compliance with law, government regulations, and management policies and procedures. Recognize and address appropriately significant legislative or regulatory issues impacting the City of Lansing. Provide input into performance measures to determine the overall accomplishment of City goals and priorities.
- Other Annual Reporting and Budgeting: Issue analysis of the financial position of the City as soon as possible after the close of each fiscal year. Prepare City Council budget based on guidelines established by the City Council President.
- Continue professional development. Maintain a professional level of requisite knowledge in areas of responsibility. Keep abreast of new developments and technology used in the field of internal auditing. Participate in required trainings.
- And other duties as assigned.

Revised: 7/7/2020
Revised: 04/30/2024



City of Lansing Municipal Internal Auditor

SALARY	\$40.25 - \$60.10 Hourly \$3,220.39 - \$4,807.69 Biweekly \$83,730.21 - \$125,000.00 Annually	LOCATION	Lansing, MI
JOB TYPE	Full-Time	JOB NUMBER	00325
DEPARTMENT	COUNCIL	OPENING DATE	05/07/2024
CLOSING DATE	6/7/2024 11:59 PM Eastern		

Job Advertisement

JOB ADVERTISEMENT:

The City of Lansing, MI (Pop. 117,741-2023 forecasted census) is seeking a seasoned municipal finance professional as their Internal Auditor as required by the City Charter to work under the direction of City Council (8 standing members).

This full time on-site position is ideal for a professional who is familiar with local municipal government and committed to making a difference. The Municipal Internal Auditor will play a key role in the continuing revitalization of the city and will have ample opportunities to demonstrate leadership and innovation in concert with elected City Council Members who represent their constituents. The position will assist the Council members in evaluating the planning and budgeting affairs of the City in order to develop and maintain unified City policies.

The City's Internal Auditor will provide independent objective consulting services designed to add value to and improve the City of Lansing operations, while ensuring the integrity of City finances. In this role the ideal candidate will have experience and skills in performing a wide range of special, annual audits, studies and reports, including coordinating work for financial, operational, and performance-based audits.

The City of Lansing is located in the heart of Ingham County and has portions in Clinton County and Eaton County. It borders East Lansing and Michigan State University, along with Holt and DeWitt. Its location offers Lansing residents access to a broad range of amenities, including highly rated colleges and universities, healthcare facilities, professional sports venues, cultural arts and enrichment opportunities, places of worship, and a robust and varied array of restaurant/dining options.

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with provision of the appropriate Personnel Rules. Failure to obtain the necessary certification may result in lay-off or discharge at the sole discretion of City Council.

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.
- Position appointed by City Council and serves at will.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's degree or equivalent in Accounting, Business Administration, Public Administration, or related field
- At least five (5) years or more of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field.
- Certification as CPA, CIA, CFE and/or CISA preferred.
- If not already CPA, CIA, CFE and/or CISA, certification must be obtained within one year of employment as a condition of continued employment.

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ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources. The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted, or modified at any time.

- Perform internal auditing activities for the City of Lansing, including the activities necessary to conduct an annual audit of the city's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop, and implement changes to the city's internal audit system procedures and policies in conjunction with the Lansing City Council.
- Continue professional development. Maintain a professional level of requisite knowledge in areas of responsibility. Keep abreast of new developments and technology used in the field of internal auditing. Participate in required trainings.

Application Special Instructions

FULL JOB DESCRIPTION AVAILABLE UPON REQUEST

Attach resume, cover letter, and verification of education/degree (transcripts) and/or relevant certifications with application.

The City of Lansing is an Equal Opportunity Employer and a Certified Veteran Friendly Employer.

The City of Lansing provides reasonable accommodation to applicants and employees with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, or during employment, notify the Department of Human Resources at (517) 483-4004. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Agency

City of Lansing

Address

124 W Michigan Avenue

Lansing, Michigan, 48933

Phone

517-483-4010

Website

<http://www.lansingmi.gov>

Municipal Internal Auditor Supplemental Questionnaire

***QUESTION 1**

What is your highest level of education?

- No Degree
- High School Diploma or GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

***QUESTION 2**

Identify your major or area of concentration

***QUESTION 3**

What is your skill level using MS Word?

- No experience
- Beginner
- Intermediate
- Advanced

***QUESTION 4**

What is your skill level using MS Excel?

- No experience
- Beginner
- Intermediate
- Advanced

***QUESTION 5**

Do you have certification in any of the following? Check all that apply

- Certified Public Accountant
- Certified Internal Auditor
- Certified Fraud Examiner
- Certified Information System Auditor
- None
- Able to obtain within one year of employment

***QUESTION 6**

Identify the area(s) that you have professional work experience:

- Accounting
- Auditing
- Accounting consulting
- Auditing consulting
- Municipal Finance
- None

***QUESTION 7**

Identify your number of years work experience in this area

- No experience
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years but less than 4 years
- 4 years but less than 5 years
- More than five years

***QUESTION 8**

Do you have experience with participating in public revised meetings?

- Yes
- No

* Required Question

SAMPLE

ATTACHMENT A

SCOPE OF WORK

TASKS

Tasks as requested by and approved by Council President

Ways & Means Committee	Attend meetings	<ul style="list-style-type: none"> ▪ Provide relevant audit support on financial decisions/discussions, as requested ▪ Look at impact of vacancy list, including cost savings by department ▪ Provide relevant audit support on sole sources, grants, and any action item on the agenda.
General Services Committee	Attend meetings	<ul style="list-style-type: none"> ▪ Provide relevant audit support on claims whether they went through Claims Review Committee or directly to Committee ▪ Provide relevant audit support on Community Funding Applications
Development & Planning Committee	Attend meetings with needs	<ul style="list-style-type: none"> ▪ Provide relevant audit report on PILOTS, OPRA's, Brownfields, and other funding requests before the Committee
Budget Hearings	Attend Council's budget hearings and Committee of the Whole meetings where the budget appears on the agenda	<ul style="list-style-type: none"> ▪ Create <i>debt book</i> for Council's reference ▪ Provide list of any outstanding questions from last FY's budget process, by associated department ▪ Create and maintain a compiling list of the questions/answers from the budget process
Auditor Training	Provide input on the required core competencies and skills of the enhanced scope of the position, including: <ul style="list-style-type: none"> ▪ Fiscal audits ▪ Performance-based budgeting audits 	<ul style="list-style-type: none"> ▪ Create audit calendar of annual deliverables, per Charter and/or grant cycles ▪ Provide Training on City programs used to perform the job.
Audit Process & Protocol	Assist in revising/clarifying the full audit process, from referral stage to public dissemination of findings	<ul style="list-style-type: none"> ▪ Include the roles/scope of the individuals involved ▪ Provide your opinion (+/-) of the respective process and its feasibility for implementation within our structure

Auditor Files

Review Historical Files
Work with Office Administrative Assistant

- Review historical files in Internal Auditor office and determine, based on the State Retention Act, what files can be scanned and saved electronically; saved in hard copy; disseminated to the Clerk's Office for placement in the safe with all other records; shredded or recycled.
- Categorize documents and provide details to Office Administrative Assistant to scan in those documents that need to be scanned in.

Outside Meetings Attendance

LEPFA (Report Out)
Financial Health Team (Report Out)
Claim Review Committee- (Report Out)

SAMPLE

**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 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 9

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.

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 organizational and/or operational needs and recommends solutions.

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.

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.

Serves as an organizational liaison for centralized, administrative services in such areas as budgeting, information technology and/or human resources.

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.

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

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.

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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.

Departmental Analyst (Departmental Trainee) 9

Education-

Educational level typically acquired through completion of high school.

Experience-

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*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.

Special Requirements, Licenses, and Certifications

None

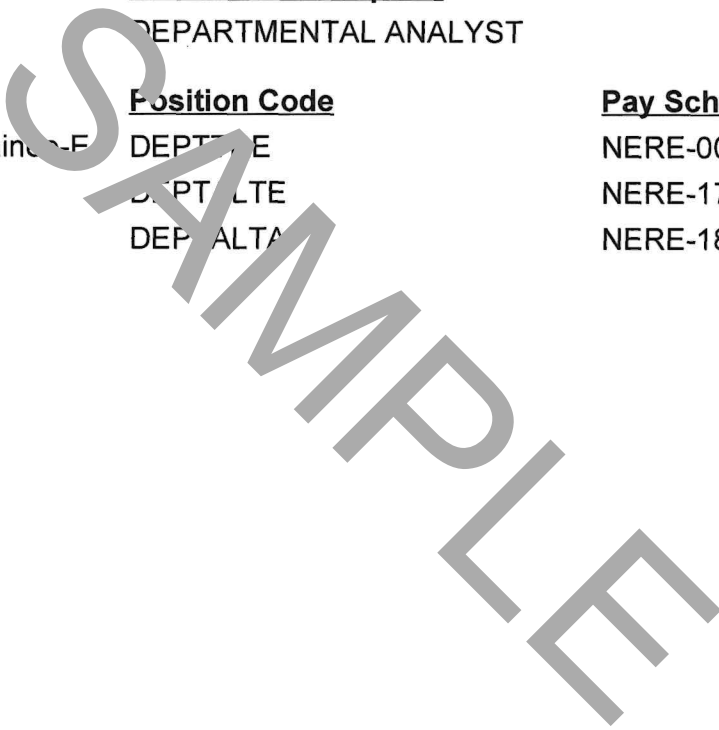
NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>		
DEPTLALT	DEPARTMENTAL ANALYST		
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>	
Departmental Analyst Trainee-E	DEPTLAE	NERE-002P	
Departmental Analyst-E	DEPTLTE	NERE-174	
Departmental Analyst-A	DEPTALTA	NERE-180	

JZ

09/03/2023



Juvenile Justice Business Analyst I-III- job post

Michigan Supreme Court

Lansing, MI 48915•Hybrid remote

\$70,532 - \$104,713 a year - Full-time

Michigan Supreme Court

Lansing, MI 48915•Hybrid remote

\$70,532 - \$104,713 a year

Apply now

Job details

Here's how the job details align with your profile.

Pay

\$70,532 - \$104,713 a year

Job type

Full-time

Shift and schedule

Monday to Friday

Benefits

Pulled from the full job description

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Show fewer

Juvenile Justice Business Analyst I-III Statistical Research,

State Court Administrative Office

Salary: \$70,532 - \$104,713

The State Court Administrative Office, Statistical Research Division, is looking for qualified applicants for the position of Juvenile Justice Business Analyst. Reporting to the Statistical Research Director, the Business Analyst will conduct complex quantitative analyses and prepare research products pertaining to juvenile justice; develop and execute strategies for data quality processes and control; design visualizations; and present results. This position requires a strong foundation in statistical analysis, data management, and research methodologies, along with a deep understanding of juvenile justice policies and procedures. Salary and level will commensurate with experience and education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform in-depth quantitative analysis leading to actionable recommendations to the leadership team;
 - Provide subject matter expertise in juvenile justice data analysis.
- Perform various ad-hoc reporting, research and analysis duties to support day-to-day operational and strategic management decisions;
 - Responsible for the support and implementation of applications and integration components to address business requirements. Provide support for application configuration, enhancements, problem and incident management, and change control processes. Bridge business needs with technical solutions to solve business challenges;
- Facilitate communication and coordination between juvenile justice agencies, ensuring technology solutions align with their specific needs.
 - Identify options for potential solutions for both technical and business suitability by performing analysis on existing systems;
 - Provide subject matter expertise from a line or business perspective;
 - Coordinate communications for service and manages change adoption needs. Coordinates the development, review, and update of procedures and training materials;
- Maintain a variety of quality assurance and quality control activities;
- Consult with management and staff to identify, define and document business needs, current operational procedures, problems and input and output requirements. Create business requirement documents, process flows, use cases, and screen mock-ups as needed and obtain stakeholder approval;
 - Develop and execute strategies for data quality processes and control within the juvenile justice system.

- Act as a liaison between end-users and information technology staff in the analysis, design, configuration, testing and maintenance of systems to ensure optimal operational performance;
- Conduct business process analyses and business needs/requirements elicitation in an effort to align information technology with business initiatives. Performing business process re-engineering (BPR) as appropriate.
- Collaborate with juvenile justice stakeholders to understand and address specific business challenges within the context of juvenile justice.
- Analyze and assess the unique requirements of juvenile justice processes, providing recommendations for tailored technology solutions.

EDUCATION

- BA-1 – Associate’s degree in business, management, information technology, data science, statistics, economics, information management or a related field or college coursework plus at least three years of experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or major analytical or research studies.
- BA-2 - Bachelor’s degree in business, management, information technology, data science, statistics, economics, information management or a related field or college coursework plus at least five years of experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or analytical or research studies.
- BA-3 - Master’s degree in business, management, information technology, data science, statistics, economics, information management or a related field or college coursework and at least eight years of experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or major analytical or research studies.

EXPERIENCE:

- Juvenile justice or court experience.
- BA-1 – Up to one year experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or major analytical or research studies and business related experience.
- BA-2 – Three years of experience in business process analysis, application testing, application implementations and training, change management, large group

facilitation, and/or major analytical or research studies and business related experience.

- BA-3 – Five years of experience in business process analysis, application testing, application implementations and training, change management, large group facilitation, and/or major analytical or research studies and business related experience.

KNOWLEDGE:

- Proficient with Microsoft Office Tools;
- Proficient with SPSS, Power BI, Dax, Tableau and/or other business intelligence software;
- Understanding of data, data mining, data cleaning processes, and databases;
- High-level technical understanding of application architectures and database architecture;
- Techniques to visualize a systems architecture using tools such as User Modeling Language;
- Procedures and methods for testing business functions within computer systems;
- Principles and practices of producing effective project documentation.
- Understanding of trial court functions preferred.
- Understanding of the juvenile justice system required.

ABILITY:

- Strong math and analytical skills;
- Communicate effectively and efficiently, both verbally and in writing;
- Facilitate working meetings, elicit and solicit information, and absorb the information being communicated; facilitate a shared understanding of the problem, possible solutions, and scope of the project in its entirety; facilitate solutions to technical challenges among multiple teams when they involve negotiation between multiple business and technical stakeholders;
- Evaluate multiple options before facilitating the solution to a problem;

- Apply critical thinking skills to determine the appropriateness of requests, with periodic reviews of business procedures to clarify or change a business process. Use the knowledge gained in the daily operational procedures as input to business process and procedure documentation;
- Prioritize across multiple tasks in a fast paced environment;
- Work independently and manage time effectively to meet deadlines.

WORK LOCATION: Official work-site location is the Hall of Justice in Lansing, Michigan. Remote work may be available in accordance with the MSC/SCAO Remote Work Policy. Occasional travel throughout Michigan is required.

SAMPLE

Position Code

POSITION DESCRIPTION

<p>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.</p>	
<p>2. Employee's Name (Last, First, M.I.)</p>	<p>8. Department/Agency LEO-LABOR AND ECON OPPORTUNITY</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission)</p>
<p>4. Civil Service Position Code Description Departmental Analyst-12</p>	<p>10. Division Legislative Affairs</p>
<p>5. Working Title (What the agency calls the position) Legislative Analyst</p>	<p>11. Section</p>
<p>6. Name and Position Code Description of Direct Supervisor Brennan Smith, State Administrator Manager- 15</p>	<p>12. Unit</p>
<p>7. Name and Position Code Description of Second Level Supervisor Jayshona Hicks, State Office Administrator-17</p>	<p>13. Work Location (City and Address)/Hours of Work 320 S. Walnut Street, Lansing, MI 48933 / 8AM-5PM Hybrid, expected to be in office Tues.-Thurs. when the legislature is in session.</p>
<p>14. General Summary of Function/Purpose of Position This position is responsible for providing legislative, policy, and constituent relations support to the LEO-Legislative Affairs Division. The position entails being a recognized resource and legislative analyst for the department, with a focus on economic opportunity and prosperity issues. The role involves monitoring relevant legislative activities, writing bill analyses, conducting in-depth research on policy issues, tracking and ensuring timely submission of legislative reports, and attending legislative meetings and hearings on behalf of LEO when the Legislative Director and/or Deputy Director are not available. Additionally, the position may assist with legislative issues for other LEO agencies to ensure timely and efficient handling of department-wide legislative issues.</p>	

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

Serve as a recognized resource for LEO regarding legislative issues and constituent matters involving assigned programs in the areas economic opportunity and prosperity.

Individual tasks related to the duty:

- Prepare legislative analysis and summaries on newly introduced and amended legislation.
- Provide legislative and technical expertise and liaise through written and verbal communication to the Governor's Office, state legislators, staff, and agencies, department officials and staff, local government officials, industry officials, advocacy groups and other internal and external customers.
- Contact legislative offices to obtain background information on legislation that affects assigned bureaus within LEO and provide such information to appropriate agencies and bureaus.
- Evaluate and interpret existing and proposed statewide and federal legislation, policies, and procedures to determine impact on LEO initiatives.
- Collaborate with legislators, state officials, staff, local government officials, industry officials, advocacy groups and other internal and external customers as needed to reach consensus on legislative initiatives.
- Monitor legislative and committee processes to track and analyze legislation pertinent to LEO.
- Represent the department at legislative committee meetings and workgroups.
- Draft and recommend legislative changes to existing legislation.
- Consult with program officials and staff to facilitate problem resolution for legislators on their constituent issues.
- Ensure that responses comply with time-sensitive deadlines, appropriate statutes, rules, regulations and department guidelines and policies.

Duty 2

General Summary:

Percentage: 30

Provide assistance to legislative offices and the general public in resolving complex, sensitive and confidential constituent cases related to the mission, goals, and function of assigned programs.

Individual tasks related to the duty:

- Facilitate the investigation, review, and resolution of constituent issues.
- Continuously increase knowledge in designated program laws, procedures, policies, and programs.
- Attend meetings with legislative offices and interest groups to explain department programs and policies.
- Mediate matters of differences between legislative offices and the department.

Duty 3

General Summary:

Percentage: 10

Responsible for special projects and other duties, as assigned

Individual tasks related to the duty:

- Represent LEO at multi-department committees, councils, and workgroups dealing with non-legislative issues.
- Conduct and compile research on various state and national issues, as assigned.
- Evaluate existing programs and recommend potential changes to obtain greater program efficiency and effectiveness.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
Managing work schedule and time allotted for assignments and duties, responding timely to constituent issues, responding immediately or within a short timeframe to Legislators and legislative staff with legislative and program information. Legislators, legislative staff and general public constituents often need an immediate response in order to meet a deadline imposed by legislative leadership, legislative committee hearings or by a department program. Failure to provide accurate timely information may result in non-movement or denial of legislation, licensure, or benefit payment.

17. Describe the types of decisions that require the supervisor's review.
Highly or politically sensitive issues and those involving a substantial commitment of Department resources.

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 setting, long periods working on computer, walking to and from legislative committee meetings during incremental weather. May require occasional unusual work hours or traveling.

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?
Yes.

23. What are the essential functions of this position?
Legislative Analyst representing the Department through the legislative process. Independently works with legislators and staff and the governor's office in dealing with constituent relations and legislation pertaining to the department. Must be able to work long periods of time on computer, be able to travel to and from legislative committee meetings. Position requires occasional unusual work hours or traveling.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
No change.

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

The Legislative Affairs Office is responsible for serving as the liaison for the Legislature and Governor's Office on legislative issues pertaining to LEO. This position is a representative of the department in matters which pertain to the legislative process.

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:

Must possess knowledge of the legislative process.

Must be able to independently establish priorities and work under pressure with little to no direct supervision or instruction.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

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