

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

EMPLOYMENT SERVICES ANALYST

JOB DESCRIPTION

Employees in this job function as professional Employment Services Analysts, completing or overseeing a variety of assignments to provide research and analysis for the purpose of evaluation, assessment, planning, development and implementation of employment services and workforce programs.

There are four classifications in this job.

Position Code Title – Employment Services Analyst-E

Employment Services Analyst 9

This is the entry level. As a trainee, the employee carries out a range of professional employment services analyst assignments while learning the methods of the work.

Employment Services Analyst 10

This is the intermediate level. The employee performs an expanding range of professional employment services analyst assignments in a developing capacity.

Employment Services Analyst P11

This is the experienced level. The employee performs a full range of professional employment services analyst assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying 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 – Employment Services Analyst-A

Employment Services Analyst 12

This is the advanced level. The employee may function as a lead worker 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

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position are included, nor is it expected that all positions will be assigned every duty.

Establishes, administers and evaluates workforce/employment services programs, and assists in development of policies and procedures.

Designs and conducts surveys or special studies to determine workforce needs and to assist in planning, implementing and evaluating employment services programs.

Interprets or clarifies employment services objectives, policies and programs.

Functions as liaison and coordinates programs with state and federal agencies and private or public organizations.

Writes procedure and instructions for use in branch offices and consolidates data and prepares reports.

Reviews employment services activities to ensure that established procedures are being followed, evaluates techniques, discusses problems and makes recommendations.

Develops evaluation methods, techniques and procedures to implement workforce programs.

Conducts training sessions, work shops, conferences and seminars.

Prepares training and procedural material related to special applicant groups.

Establishes and coordinate special workforce projects in assigned communities.

Prepares informational releases pertaining to changes in policies and procedures.

Revises branch office operating forms and procedures after analyzing legal requirements, agency standards and staff needs.

Collects and disseminates educational and promotional information.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Employment Services 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.

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Employment Services Analyst 12 (Senior Worker)

Performs on a regular basis professional employment services analyst assignments which are 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 employment services 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 social and economic research, statistics, systems analysis, 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 workforce needs and training processes.

Knowledge of the legislative process and governmental organization and structure.

Knowledge of the pertinent and controlling legislation and related administrative rulings and judicial decisions.

Ability to organize, evaluate and present information effectively.

Ability to interpret laws, rules and regulations relative to the work.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

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Ability to analyze and assess operations from the standpoint of management controls, systems and procedures.

Ability to develop workforce programs and employment services procedures, policies or guidelines and to relate these to objectives.

Ability to prepare and/or select training materials.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to maintain records, and prepare reports and correspondence related to the work.

Additional Knowledge, Skills, and Abilities

Employment Services 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 with any major.

Experience

Employment Services Analyst 9

No specific type or amount is required.

Employment Services Analyst 10

One year of professional experience involving the research and analysis of employment services and workforce programs equivalent to an Employment Services Analyst 9.

Employment Services Analyst P11

Two years of professional experience involving the research and analysis of employment services and workforce programs equivalent to an Employment Services Analyst, including one year equivalent to an Employment Service Analyst 10.

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Employment Services Analyst 12

Three years of professional experience involving the research and analysis of employment services and workforce programs equivalent to an Employment Services Analyst, including one year equivalent to an Employment Services Analyst P11.

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

Job Code
EMPSRVALT

Job Code Description
Employment Services Analyst

Position Title
Employment Services Analyst-E
Employment Services Analyst-A

<u>Position Code</u>	<u>Pay Schedule</u>
EMPSALTE	E42-011
EMPSALTA	E42-014

ECP Group 2
Revised 6/1/06
TeamLeaders