

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

EXECUTIVE OFFICE ANALYST

JOB DESCRIPTION

Employees in this job perform professional staff assignments in the Governor's Executive Office and select positions in the Department of State and Department of Attorney General.

There is one classification in this job.

Position Code Title - Executive Office Analyst

Executive Office Analyst 11

This is the professional entry through experienced level. Employees in this job perform professional staff assignments in program evaluation, governmental relations, and/or public relations for the Executive Office. The work is performed under general managerial or administrative supervision. The employee may assist in the training of other employees.

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.

Conducts research, analyzes data, and prepares reports in various formats.

Disseminates information and materials to the public regarding state government and/or departmental services.

Represents the Governor and Executive Office at official events and presents recognitions awards or other acknowledgements.

Participates in statewide events, and attends town hall and mobile office meetings with or on behalf of the Governor or other elected official.

Conducts outreach to constituents for town hall meetings; invites guests to participate; screens visitors.

Sets up and monitors interactive communication devices for the Governor's presentations throughout the state.

Receives visitors and answers phones, e-mails, and other correspondence.

Assists constituents in resolving issues; determines proper course of action with state departments and other resources; follows up with constituents to ensure customer satisfaction and problem resolution.

Reviews drafted legislation, federal guidelines, and other sources of information to keep abreast of developments and issues in a program area.

Prepares informational news releases.

Seeks and interacts with potential candidates for gubernatorial appointments to boards, commissions, or unclassified positions.

Drafts or distributes letters, statements, tributes, or proclamations.

Works with the legislature and business groups throughout the state.

Conducts research for preparing statements.

Provides administrative or technical support to senior-level Executive Office staff members.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Knowledge of principles of administrative management and program planning.

Knowledge of state governmental organization and agency functions.

Knowledge of legislative processes.

Knowledge of research methods.

Knowledge of the principles of public relations.

Knowledge of communications devices.

Ability to follow complex oral and written instructions.

Ability to communicate with others, both verbally and in writing.

Ability to work under, and maintain composure during, stressful situations occurring as a result of workloads and/or deadlines.

Ability to maintain favorable public relations.

### Working Conditions

There may be stressful conditions such as workloads and/or deadlines inherent in these positions.

All positions are established on a limited-term basis.

### Physical Requirements

*None*

### Education

Possession of a bachelor's degree in any major.

### Experience

#### Executive Office Analyst 11

No specific type or amount is required.

### 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

EXCOFCANA

### Job Code Description

EXECUTIVE OFFICE ANALYST

Position Title

Executive Office Analyst

Position Code

EXCOFANA

Pay Schedule

NERE-130P

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11/07/2013