

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Office of Education Improvement and Innovation
5. Working Title (What the agency calls the position) E-Rate Specialist	11. Section Division of Educator, Student and School Support
6. Name and Position Code Description of Direct Supervisor RIBANT, MICHELLE; EDUCATION CONSLTNT MGR-6	12. Unit Education Technology and Data Coordination
7. Name and Position Code Description of Second Level Supervisor FORWARD, LINDA A; STATE OFFICE ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work Hannah Building, 608 W. Allegan, Lansing, MI / M-F, 8-5

14. General Summary of Function/Purpose of Position

This position serves as the expert for E-Rate for the State of Michigan which provides discounts to help eligible schools and libraries to obtain affordable telecommunications and internet access. The specialist interprets Federal Communications Commission (FCC) Orders and serves as official technical specialist for Michigan. The specialist is Michigan's authoritative E-Rate source for Michigan applicants and the State of Michigan. The position engages in technical and legal discourse with the FCC on Michigan E-Rate proceedings and appeals. Specialist addresses high level cross office and interdepartmental concerns that impact E-Rate funding. Specialist designs targeted E-Rate training, communications, and technical assistance on behalf of Michigan E-Rate applicants in accordance with program rules and regulations.

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

Manage E-Rate program as State of Michigan E-Rate expert advisor for applicants and consultants, interpret FCC orders, advise applicants and consultants, evaluate impact of orders on Michigan's funding and recommend action and/or propose policy.

Individual tasks related to the duty:

- Advise consultants, applicants, vendors, and the Michigan State Education Network (MISEN) on all E-Rate relevant matters.
- Official State of Michigan liaison at national trainings and meetings with Universal Service Administrative Company (USAC), FCC, State E-Rate Coordinators' Alliance (SECA), and American Library Association (ALA). Specialist participates in SECA community for ongoing professional learning.
- Consult on emerging procedural and policy issues relating to implementation and operation of E-Rate in Michigan.
- Evaluate E-Rate applications to determine compliance with FCC orders, including technical telecommunications requirements, competitive bidding process for procurement of telecommunications network services, and advise on appropriate action, verification, and documentation. Refer applicants to legal counsel as necessary.
- Serve as technical advisor for Program Integrity Assurance (PIA) issues, authorizes entities, and recommends applicant action.
- Advise and makes applicant recommendations on USAC appeals and subsequent FCC appeals and waiver requests.
- Department authority on procurement process for E-Rate in accordance with USAC rules and regulations.
- Advise educational service agencies (ESAs) regarding eligibility and potential phase out funding ramifications.
- Evaluate impact of federal orders and proposed rulemaking and provide Michigan-specific recommendations. Develop and propose state policy to leverage federal funding, including establishing non-eligible entities in Michigan as eligibility accepted by USAC.
- Develop best practice guidance for Michigan E-Rate applicants.
- Make key recommendations for telecommunications vendor issue resolution.
- Advise applicants on pupil accounting, Primary Education Providing Entity (PEPE), and other multi-office/organizational issues pertaining to E-Rate funding.
- Advise applicants and service providers regarding activities that may jeopardize both future and past funding commitments.
- Assess the impact of changes in telecommunications vendor rates and regulations on eligible entity services, and recommends strategic course of action for the State of Michigan and E-Rate applicants.
- Role may include applying on behalf of applicant which has significant ramifications on local funding.
- Cross office and interdepartmental coordination for E-Rate funding issues.

Duty 2

General Summary:

Percentage: 25

Administer and develop the sole State of Michigan training program for E-Rate applicants and consultants.

Individual tasks related to the duty:

- Design training programs and conduct an annual series of regional fall consulting workshops that interpret FCC order and rules, including programs for new and continuing applicants, consortia, and consultants.
- Conduct consulting sessions for complex applicant funding issues.
- Develop and implement a comprehensive communication plan for providing advice to applicant community
- Conduct stakeholder and consultant advisory meetings to identify and resolve E-Rate funding issues.

Duty 3

General Summary:

Percentage: 10

Develop and maintain an official State of Michigan Valid File database from which all E-Rate discounts will be substantiated, significantly impacting Michigan's E-Rate funding; design reports, perform customized research, and interpret data to recommend strategic programmatic changes.

Individual tasks related to the duty:

- Develop with the Center for Education Performance and Information (CEPI) and School Nutrition program the production of a State Valid File that meets changing USAC requirements.
- Develop custom queries, databases, and reports on bandwidth and connectivity, cost, and funding data, interpret data to provide targeted assistance, identify best practices, examine potential funding issues, and conduct longitudinal data analysis. Customized research analysis as requested by stakeholders.
- Design and implement methods to identify district audit issues, application denials, and make recommendations for entities at-risk of losing E-Rate funding.

Duty 4

General Summary:

Percentage: 5

Other assigned duties

Individual tasks related to the duty:

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Specialist advises and consults Michigan applicants with knowledge and program area judgment and interpretation of federal orders.
- Assesses funding risks and compliance with E-Rate.
- Determines if applicant should consult legal counsel.
- Authorizes eligibility of applicants.

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

Correspondence drafted for the signature of the director of the Office of Education Improvement and Innovation, the Deputy Superintendent and Chief Academic Officer, and/or the Superintendent of Public Instruction. Administration must be advised of assistance with appeals.

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.

Some physical effort may be required to transport training materials. Normal office environment with some out of state travel for USAC training/SECA meetings and travel within Michigan for applicant trainings as 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):

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|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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?

This position serves as the expert for E-Rate for the State of Michigan which provides discounts to help eligible schools and libraries to obtain affordable telecommunications and internet access. The specialist interprets Federal Communications Commission (FCC) Orders and serves as official technical specialist for Michigan. The specialist is Michigan's authoritative E-Rate source for Michigan applicants and the State of Michigan. The position engages in technical and legal discourse with the FCC on Michigan E-Rate proceedings and appeals. Specialist addresses high level cross office and interdepartmental concerns that impact E-Rate funding. Specialist designs targeted E-Rate training, communications, and technical assistance on behalf of Michigan E-Rate applicants in accordance with program rules and regulations.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Newly established position

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

The Office of Education Improvement and Innovation promotes student learning and achievement by providing statewide guidance and support over a range of programs that have a direct impact on teaching and learning, school leadership, and continuous improvement. This position advises Michigan E-Rate applicants to ensure that a robust, reliable infrastructure is in place for teaching and learning through affordable telecommunications.

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 Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent technical, organizational, and communication skills
- Technical knowledge of school networking and connectivity, as well as an understanding of Michigan K-12 schools.
- Thorough knowledge of relevant FCC rulings, USAC rules and regulations, and Michigan technology procurement policies.
- Telecommunications knowledge preferred.
- Extensive database experience, with understanding of database development and integration.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

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.

Establish

I certify that the entries on these pages are accurate and complete.

JENNIFER GRAY

12/19/2016

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