

Position Code
1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
	Department of Licensing and Regulatory Affairs
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Child Care Licensing Bureau
4. Civil Service Position Code Description	10. Division
State Administrative Manager 15	Child Care Licensing Division
5. Working Title (What the agency calls the position)	11. Section
Section Manager	Child Care Licensing Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Erika Bigelow, State Division Administrator 17	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Emily Laidlaw, SME 19	611 W. Ottawa, Lansing MI or variable location. Monday-Friday, 8am-5pm

14. General Summary of Function/Purpose of Position

The primary purpose of this position is to protect the public by assuring that new and existing homes, group homes and centers, considered child care facilities, are compliant with state licensure requirements set forth in the Child Care Organizations Act, Act 116 of 1973, and applicable policies and various administrative rule sets. This section is within the Child Care Licensing Division. The manager oversees the daily operation of the section and supervises a team of child care consultants.

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 of Duty 1 **% of Time 50%**

Direct and manage the state licensing for child care facilities.

Individual tasks related to the duty.

- Manage day-to-day operations of the state licensure program for child care homes, group homes and child care centers.
- Develop and implement policies and procedures to successfully operate the licensure program.
- Coordinate activities with other divisions and state agencies.
- Track and monitor inspection performance measures as applicable.
- Implement annual inspection workload.
- Develop process and tracking system to monitor initial licensure and renewals, including review and acceptance of plans of corrections by non-compliant providers and necessary revisits to determine compliance.
- Develop process to assure all inspections are completed within required timeframes as set for in Michigan law.
- Coordinate training of child care licensing consultants.
- Coordinate initial licensure, renewals, revisits, and complaint investigation scheduling.
- Coordinate the compilation of all necessary documents for entry into BITS.
- Provide technical assistance to providers, general public and staff on state licensure requirements.
- Review, processes and schedule complaint investigations against licensed and unlicensed providers.
- Coordinate or review results of the fire safety reports from the Qualified Fire Inspectors and possibly Health Facilities Engineering Section (HFES), respectively.
- Coordinate or assist with necessary actions to process licensees that close, relocate, change in information, and voluntary termination of licenses.
- Assures accurate and timely information is being entered into the BITS data system.
- Conduct onsite monitoring, training and mentoring to assure uniformed application of the state law by field staff.
- Conduct public trainings on licensure process and requirements.
- Participate in training courses and conference as needed.

Duty 2

General Summary of Duty 2 **% of Time 40%**

Direct and manage section staff.

Individual tasks related to the duty.

- Review and approve bi-weekly time sheets and leave requests through SIGMA.
- Develop and conduct annual performance evaluations of section staff, including probationary performance evaluations for new employees via the NEOGOV online system.

- Develop orientation program for new staff in section, including bureau new hire/rehire packet checklist.
- Coordinate with other section managers and division directors to assure consistency in implementing state, department, bureau and division policies and procedures as applicable, including but not limited to state discriminatory harassment policies and bureau supplemental employment policy.
- Assist with development and revision of section, division and bureau web pages when necessary.
- Oversee section related records and documents in accordance with division record retention schedule.
- Assist with development and revision of forms and instructions when necessary.
- Develop educational materials and presentation to promote the section, division and bureau activities, functions and responsibilities.

Duty 3

General Summary of Duty 3 **% of Time 10%**

Perform other duties as assigned by division director, deputy bureau director and/or bureau director.

Individual tasks related to the duty.

- Assist division director in developing and monitoring division budget specifically related to section line items.
- Assist division and bureau director in developing section, division and bureau policies and procedures.
- Represent section, division and bureau at various department meetings and workgroups as assigned.
- Participate in section, division and bureau interview panels as requested.
- Perform other duties as assigned by division director, deputy bureau director and/or bureau director.

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

The manager is responsible for making staffing decisions and assignments. These decisions impact the section meeting its state performance measures. The manager is also responsible for final review and approval of all provider-related inspection findings. These inspection findings impact individual providers' ability to receive or continue licensure/operation. In addition, onsite inspections impact the health, safety and welfare of the children in care along with the parents, staff and providers.

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

Programmatic and administrative changes that may impact other areas of the division, bureau or department. Personnel issues where an immediate supervisor is required to be notified. Unique circumstances where state law and requirements are vague or undefined. All matters of political or media sensitivity.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort includes activities generally found in an office environment such as handling large files and making copies (10%). In addition, the manager will conduct routine onsite inspections with field staff that require a lot of standing in place and walking over a period of several days (10%).

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Cheryl Gillespie	Child Care Consultant P11	Dalerie Hughes	Child Care Consultant P11
Michelle Glead	Child Care Consultant P11	Jenny Brundage	Child Care Consultant P11
Jessica Rindfleisch	Child Care Consultant P11	Timothy Swope	Child Care Consultant P11
Monica Sturdivant	Child Care Consultant P11	Stacy Wables	Child Care Consultant P11
Kimberly Brown	Child Care Consultant P11	Darlese McConnell	Child Care Consultant P11
Kathryn Curreathers	Child Care Consultant P11		

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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?

To provide day-to-day management and oversight of the section for state licensure of child care homes, group homes and centers and daily supervision of staff in the section.

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

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

The function of the section is to evaluate providers based on state licensure requirements and take enforcement action when non-compliance is identified. This position makes determinations of compliance and non-compliance and works with the division director when enforcement action is needed.

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. A Master's degree in child development, elementary education, early childhood education, guidance and or counseling or social work preferred.

EXPERIENCE:

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:

- Ability to make independent judgments based on observation and interpretation of laws, rules, and standards of practice
- Ability to read, speak and write at a high level of complexity
- Ability to organize and evaluate information
- Ability to effectively supervise/manage employees

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.