

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 ANALYST-A	10. Division Business, Health, and Library Services
5. Working Title (What the agency calls the position) SNP Analyst	11. Section Office of Nutrition Services
6. Name and Position Code Description of Direct Supervisor GROOTHUIS, MICHELLE L; DEPARTMENTAL MANAGER-3	12. Unit School Nutrition Programs
7. Name and Position Code Description of Second Level Supervisor BRUMMELER, MELANIE A; EDUCATION CONSLTNT MGR-5	13. Work Location (City and Address)/Hours of Work 608 W ALLEGAN ST; LANSING, MI 48915 / 8:00 am – 4:30 pm, M-F Hybrid
14. General Summary of Function/Purpose of Position	
<p>The purpose of this position is to serve as the recognized resource for assigned counties, as well as specific assignments within Wayne County monitoring and reviewing the program performance of sponsors in agencies participating in the federal National School Lunch Program, Summer Food Service Program, School Breakfast Program, After school Snack Program, Special Milk, Fresh Fruit and Vegetable Program, and Summer Camp Special Milk. Duties include collecting, analyzing, and evaluating program data; preparing reports; processing applications; assisting with trainings and workshops; and performing administrative office duties.</p> <p>The Office of Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, including Rural Non-congregate, Summer EBT, Fresh Fruit and Vegetable Program, Farm to Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program. Each program has required applications, monitoring and reporting, as well as training/technical assistance and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition programs. The person in this position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals.</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 the recognized resource for assigned counties, as well as specific assignments within Wayne County, to provide technical assistance and monitor School Nutrition Programs (SNP), through Administrative Reviews, for compliance with United States Department of Agriculture (USDA) regulations for sponsors/agencies to ensure program improvement and continuing compliance.

The Office of Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, including Rural Non-congregate, Summer EBT, Fresh Fruit and Vegetable Program, Farm to Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program. Each program has required applications, monitoring and reporting, as well as training/technical assistance and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition programs. The person in this position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals.

Individual tasks related to the duty:

- Independently conduct Administrative Reviews of public, private and charter schools, residential child care institutions, for-profit organizations, and private non-profit organizations participating in any of the School Nutrition Programs.
- Accurately complete and submit the federally mandated forms for each review conducted. Prepare concise narrative reports and associated correspondence related to the review process. Provide each program with a comprehensive written report of program deficiencies, develop corrective action plans with specific deadlines for compliance, and provide any technical assistance required to ensure future compliance.
- Coordinate the sponsor review schedules for the assigned geographic area to meet federally regulated timeframes for all assigned SNP reviews. Schedule reviews to allow timely submission of reports and ensure reviews and reports are completed within designated timeframes. This involves coordinating various review schedules to meet federal review requirements. Collaborate with other program staff to ensure all reviews are completed to meet regulatory timeframes.
- Evaluate sponsors' adherence to federal regulations and state policies for SNP per regulated review schedule.
- Assess corrective action plans for program noncompliance. Analyze the plan of action, the corrective action, and the meeting of required deadlines set in the initial report. Follow up as needed (by telephone, in writing, or in person) until appropriate corrective action is completed and documented. Approve corrective actions and notify sponsor.
- Calculate accurate fiscal action for all assigned reviews, as applicable. Present the dollar value of the fiscal action to supervisory staff for clearance and sign off.
- Participate in team reviews with USDA staff. Evaluate performance, complete review reports, and inform programs where any deficiencies exist.
- Conduct new program visits and pre-approval visits for sponsors when federally mandated. Evaluate program materials, paperwork documentation and meal pattern compliance. Conduct on-site training as needed. Develop and provide each new program with a written report of all areas analyzed during the visit.
- Evaluate and/or recommend revision of materials presented by sponsors for review and/or approval.
- Schedule and conduct follow-up reviews for School Nutrition Programs failing to meet program standards.
- Investigate complaints, utilize expert program knowledge to resolve problems/issues, and complete reports as necessary.
- Coordinate a review schedule with the Financial Analyst to ensure Resource Management Reviews are complete in the assigned geographic area.
- Work as Lead Reviewer of a team on large sponsor reviews within the assigned geographic area.

Duty 2

General Summary:

Percentage: 20

Approve all application/agreements for SNP in assigned counties, as well as specific assignments within Wayne County (see attached), through the Next Generation Grant, Application and Cash Management System (NexSys).

Individual tasks related to the duty:

- Utilize expert program knowledge to test the electronic web-based systems per requirements for accuracy prior to system release dates.
- Independently evaluate application/agreement documents for compliance with federal regulation, state policies and procedures. Ensure complete and accurate information. Approve application/agreements and follow up with sponsors to ensure all application/agreements are complete, accurate and approved by the designated date.
- Prepare progress reports of completed application/agreement reviews for the assigned counties. Maintain program data necessary to meet program reporting and evaluation requirements and goals of the program. Ensure the annual process is completed within designated time period.
- Develop correspondence, including emails and letters, to sponsors that do not meet designated timeframes for application submittal. Follow up with sponsors as needed until application process is completed.

Duty 3

General Summary:

Percentage: 10

Develop and provide program training/technical assistance and promote SNP statewide through the Office of School Support Services while focusing efforts on an assigned geographical area.

Individual tasks related to the duty:

- Analyze and develop or revise new and/or existing materials for SNP training presentations. Present information/training sessions at workshops and conferences.
- Develop guidance and/or instructional materials to assist sponsors comply with program requirements. This includes a variety of resources, which includes items such as PowerPoint Presentations, Webcasts, Frequently Asked Questions, User Manuals, Help documents, and Administrative Guidance.
- Respond to telephone inquiries and written correspondence requesting clarification of state policies, procedures and federal regulations. Use program knowledge to provide information about the operation of the programs in Michigan to potential sponsors/sites and the public.
- Prepare letters and other mailings to send to potential sponsors. Follow up on responses to these mailings and provide any additional information/technical assistance.
- Analyze and develop items such as correspondence, newsletter articles, email or website updates identified for need regarding program regulations/requirements, policies or procedures, and/or administrative guidance.
- Analyze and develop or revise forms/materials as necessary to meet changing regulations or state laws. Recommend maintenance of materials and information on the website and in program applications or databases, ensuring they are up to date and accurate.
- Independently provide on-site training/technical assistance for sponsors in assigned counties.
- Analyze and interpret new federal regulations or state laws, determine how they will impact SNP, and provide instruction and the appropriate implementation. Develop instructional materials for program sponsors.

Duty 4

General Summary:

Percentage: 5

Perform a variety of program-related administrative duties.

Individual tasks related to the duty:

- Respond to telephone inquiries, written correspondence, and emails requesting clarification of state policies, procedures and federal regulation.
- Specialize in an area of knowledge within SNP in order to help provide support and resources for sponsors and other SNP staff.
- Attend and participate in regularly scheduled staff meetings.
- Evaluate program policies and procedures. Make recommendations for changes.
- Serve as a back-up for other geographic areas and participate on large team reviews with other Analyst staff as needed in other geographic areas.

Duty 5

General Summary:

Percentage: 5

All other duties as assigned.

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.

This position requires independent decision-making, as well as decisions that require management support on a regular basis. As part of the data analysis process in the Administrative Review, decisions are required regarding program adherence to state and federal regulations. The position requires decision-making on what technical assistance and corrective action is provided during on-site reviews. Sponsors, sites, parents, students, Michigan Department of Education, and United States Department of Agriculture staff are affected by these independent decisions.

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

Unique situations that are not covered by set internal policies or regulations.

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.

Physical effort includes sitting at a desk for long periods of time, driving, lifting boxes of training materials, etc.

Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor.

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

The purpose of this position is to serve as the recognized resource for Gogebic, Macomb, Oakland, and Ontonagon counties, as well as specific assignments within Wayne County (see attached), monitoring and reviewing the program performance of sponsors in agencies participating in the federal National School Lunch Program, Summer Food Service Program, School Breakfast Program, Afterschool Snack Program, Special Milk, Fresh Fruit and Vegetable Program, and Summer Camp Special Milk. Duties include collecting, analyzing, and evaluating program data; preparing reports; processing applications; assisting with trainings and workshops; and performing administrative office duties.

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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?

Administer the USDA School Nutrition Programs for an assigned geographical area. This position is responsible for monitoring adherence to state and federal regulations affecting food and nutrition programs.

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:

- Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.
- 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.
- Knowledge of the Child Nutrition Programs.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to establish program procedures, policies or guidelines.
- Ability to interpret laws, rules and regulations relative to the work.
- Ability to learn and utilize computer processes including the following software: Word, Excel, Access, Outlook.
- Ability to organize, evaluate and present information effectively, both orally and in writing.
- Ability to maintain favorable public relations.
- Ability to design forms.
- Ability to perform mathematical calculations.
- Ability to set priorities.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.

N/A

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

TASHA HARPER

Appointing Authority

3/11/2026

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