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|  |  | |  |  | | --- | --- | | |  | | --- | | 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** | |  | MDHHS-COM HEALTH CENTRAL OFF | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  |  | | **4. Civil Service Position Code Description** | **10. Division** | | Departmental Specialist-2 | Office of Oversight & Program Coordination | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Compliance and Federal Rule Specialist |  | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | Hudson, Nicole  State Office Administrator |  | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | Goren, Meghan E.; Senior Chief Deputy Director | 400 S. Pine, Capitol Commons Bldg, Lansing / Monday - Friday 8 - 5 | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position functions as the Health Services rules and compliance specialist. This position is responsible for assessing and evaluating all relevant guidance and directives issued by the Centers for Medicare and Medicaid Services (CMS); conducting impact and risk assessments for new CMS changes; overseeing the execution of internal Corrective Action Plans where non-compliance with CMS guidance is identified; tracking and monitoring the resolution of any compliance action issued by CMS; and formulating the formal structure of the federal compliance monitoring program. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **80** | | Function as the Federal Rules and Regulatory compliance specialist for HS, focusing on Medicaid, behavioral health programs, and aging. | | | | **Individual tasks related to the duty:** |  |  | | • Works with bureaus to audit high-risk areas for compliance with CMS guidance. • Issue internal Corrective Action Plans as appropriate to mitigate risk. • Manage progress reporting for all CMS compliance actions involving HSA programs. • Provide training to HS bureaus as appropriate. • Conduct, at least annually, a risk assessment for compliance with CMS directives. • Collect, compile, verify, test and evaluate program data to assess the program area’s effectiveness in fulfilling the commitments set forth in its plan of correction related to any state and/or federal audits. • Document and track the results of the corrective action plan compliance evaluations. • Routinely review corrective action plans prepared in response to findings resulting from internal and/or external audits of department operations or activities. • Meet with program area staff and management as necessary, to review the status of the corrective action plans and the results of Section’s review in order to ensure that appropriate progress has been implemented or to plan a new course of action if satisfactory progress has not been achieved. • When necessary, review program area procedures and make recommendations to revise those procedures if changes will help to improve controls over program operations and/or help to address the deficiencies cited in the audit. • Provide ongoing guidance related to implementation processes • Assist in detecting, assessing, and responding to emerging risks related to new rules • Lead and manage major implementation processes related to new federal rules • Monitor and manage HS compliance with state and federal policy  • Monitors and tracks Notices of Proposed Rule Making and Issuances of Final Rules from Federal Partners who have regulatory authority and/or funding authority over HS programs.  • Assures information from NPRMs or Final Rules are conveyed to program leads in a timely manner • Ensure new rules are responded to and implemented timely and meet new program requirements. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **15** | | Collaborate with the bureaus within HS to standardize communication with CMS. | | | | **Individual tasks related to the duty:** |  |  | | • Develops tools for reviewing new CMS directives and assessing risk and impact to bureaus. • Creates templates for executive-facing summaries of emerging policy changes and identified risks. • Builds audit program to evaluate HS programs for compliance with CMS policy. • Formalizes corrective action framework for internal stakeholders where risk of non-compliance is identified. • Identifies roles and responsibilities for Bureau Directors and teams with regard to managing CMS compliance. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **5** | | Develop, formalize, and continually enhance HS federal compliance monitoring program. | | | | **Individual tasks related to the duty:** |  |  | | • Develop and execute guidelines for compliance-related communications with CMS to ensure consistent communication. • Liaise with CMS where appropriate. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Independent decisions are made in prioritizing daily work in order to meet deadlines and objectives. These decisions primarily affect the Management Team and could affect other employees within HS. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Situations that arise that may show deviation from Bureau/Department policies. Unusual internal or external requests. Replies to correspondence requiring clinical/nursing responses, delineations of new positions. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | General office setting. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | N | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | N | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | N | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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 will function as the HS administration rules and compliance specialist. This position is responsible for assessing and evaluating all relevant guidance and directives issued by the Centers for Medicare and Medicaid Services (CMS); conducting impact and risk assessments for new CMS changes; overseeing the execution of internal Corrective Action Plans where non-compliance with CMS guidance is identified; tracking and monitoring the resolution of any compliance action issued by CMS; and formulating the formal structure of the federal compliance monitoring program. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | Updated reporting structure due to reorg. | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The work area is in the HS executive office. The primary focus of this position is to ensure compliance with CMS policy and help to synthesize subject matter expertise on CMS guidance, as well as the Agency’s response to it. | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Ability to collect and interpret information, apply criteria, and make recommendations.  Ability to plan, coordinate, and expedite work projects. Ability to learn and utilize computer processes. Ability to maintain records and prepare reports and correspondence related to the duties/work Excellent written and verbal communication. Knowledge of spreadsheet applications Possess knowledge of federal policy and operations and their impact on State programs. Additionally, as listed on the CSC Job Specification The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | none | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | none | |  | |  |  |  | | | |  |
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|  |  |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  | |  |  |  |  |  | | | |  |
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