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

Position Code
1.

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** MILEAP
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Child Care Licensing Bureau
4. Civil Service Position Code Description CHILD DAY CARE CONSULTANT-E	**10. Division**
5. Working Title (What the agency calls the position) Licensing Consultant	**11. Section**
6. Name and Position Code Description of Direct Supervisor LENNOX, CHARNELL D; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor BIGELOW, ERIKA L; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** Hybrid/ Landmark Building- 105 W. Allegan St. Lansing, MI 48933 / Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

This position is responsible for state licensing of child care organizations including family and group child care homes and child care centers within a specified geographical area of the State. Responsibilities include, but are not limited to, conducting state licensing inspections, investigating complaints, providing technical assistance and consultation to applicants/licensees, initiating enforcement action, testifying in hearings, and consulting with other professionals such as law enforcement, fire safety inspectors, and protective services representatives. This position requires extensive field work, analysis, documentation review, and writing detailed inspection and investigation reports, as well as maintaining confidentiality related to sensitive information. Inspection and investigation reports are used in enforcement action, which can result in litigation and revocation of a provider's license.

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: 55**

Carries out the basic licensing functions for new and existing child day care organizations relative to the Child Care Organization Act.

Individual tasks related to the duty:

- Provides pre-application information to potential applicants and licensees.
- Conducts orientation sessions to applicants and licensees to explain the statutory and administrative rule requirements and the licensing process as requested.
- Completes licensing investigations for applications received to determine compliance with state and federal requirements.
- Reviews physician's reports, protective services, comprehensive background check information, and law enforcement clearances and records as part of the licensure process of an applicant or existing licensee.
- Reviews environmental health and fire reports and applicable administrative rules with regard to fire safety, sanitation, and health conditions of the proposed facility. Coordinates with state and local agencies as needed.
- Evaluates applicants and licensees for requirements including staffing, records, programs, policies and procedures for emergencies, scheduling, food service, transportation, adult-child ratio, fire safety, credentialing, training, etc.
- Evaluates applicants and licensees equipment, building space, and arrangements.
- Prepares written licensing reports and related consultation materials.
- Maintains electronic files, prepares clear and concise reports, prepares correspondence, analyzes data, prepares and submits computer documents for processing.
- Transmits licensing documents to the digital licensing system.
- Makes recommendations for issuance or denial of licenses based upon an objective review of the findings.
- Provides ongoing regulatory monitoring to all licensed child care organizations, including conducting statutorily required onsite original inspections, renewal inspections, interim inspections, special investigations, modification inspections, and follow up inspections.
- Conducts follow up on any areas of noncompliance cited during an onsite visit.

Duty 2

General Summary: **Percentage: 20**

Conducts special investigations relative to the complaints related to licensed child care organizations and carries out enforcement activities in support of the Child Care Organizations Act or Child Protection Law.

Individual tasks related to the duty:

- Conducts complaint investigations to determine compliance.
- Conducts individual or team interviewing of witnesses and collecting other pertinent data.
- Interviews licensees and other personnel.
- Coordinates with other local and state agencies, including local law enforcement when potential criminal action may be involved.
- Reviews and evaluates all findings, makes conclusions, and recommends appropriate licensing actions.
- Secures and delivers subpoenas.
- Participates with legal staff in preparing for administrative and court hearings, including testifying and following up to ensure administrative and court orders are carried out.

Duty 3

General Summary: **Percentage: 15**

Provides consultation and technical assistance to applicants and licensees.

Individual tasks related to the duty:

- Provides consultation to applicants/licensees about zoning, plan reviews, filter first, and building code requirements, existing community resources such as cooperative extension, local health, day care associations, thecommunity coordinated child care councils, and child care food program.
- Provides guidance and resources related to usage of MiRegistry and Great Start to Quality.
- Furnishes applicants/licensees with approved resources materials.
- Provides consultation to applicants and all other persons involved in the application process to assure ongoing communication regarding licensing requirements and expectations.
- Provides ongoing consultation to all approved licensed facilities and creates and prepares specific written consultation reports to meet individual child care organization needs.

- Provides consultation to licensees and community agencies involved in special investigations.
- Provides consultation to applicants/licensees to help them attain compliance with the licensing requirements.
- Participates and serves as a presenter for in-service staff development activities.
- Provides public education and consultation by conducting workshops, trainings, and special community meetings involving the child care community regarding licensing regulations, policies, and best practices.

Duty 4

General Summary: **Percentage:** **10**

Other duties as assigned.

Individual tasks related to the duty:

- Assists manager in developing and updating procedures and forms used by the section.
- Represents the region, division, bureau and department at various meetings, workgroups, public events, and ad hoc committees as assigned.
- Participates in interview panels as requested.
- Assists in development of special reports and analysis.
- Performs other duties as assigned by manager or division director.

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

Onsite inspections require independent analysis and decision making that impacts the operational function of the licensed organization.

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

When the impact of a policy decision has a regional, division, bureau, department, or statewide effect. All matters of political or media sensitivity.

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.

Standard physical effort in office setting and field work. Environmental conditions are not out of the ordinary, other than driving in severe weather conditions or exposure in high-risk neighborhoods when conducting site visits. Unusual hours and/or travel may be required on occasion. Onsite inspections/field visits include entry and inspection in residential settings and could include extensive travel.

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):

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 functions as a licensing consultant within the Child Care Licensing Bureau and is responsible for evaluating applicants and existing licensed child care organizations for compliance with state and federal requirements.

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

Updating position description language to reflect transition to MiLEAP due to the executive order. Job duties remain the same with minor wording updates.

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

This position functions as a licensing consultant for child care organizations.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a master's degree in child development, elementary education, early childhood education, guidance and counseling, social work, family studies, human development or related degree.

EXPERIENCE:

Child Day Care Consultant P11
Two years of professional, post-bachelor's degree experience licensing child day care homes or centers, child foster care homes or facilities, child care placing agencies, or related child care facilities; or as a child day care provider trainer; or early childhood counseling; or an investigator of high risk child abuse or neglect cases, or as a professional child day care or preschool education worker or teacher in a pre-kindergarten or kindergarten to third grade program.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the administration, organization, and operation of public and private child day care programs.
- Knowledge of licensing rules, requirements, and regulations governing child day care.
- Knowledge of protective services programs for children and the referral processes to be used.
- Knowledge of day care planning concepts and techniques.
- Knowledge of early childhood development and behavior.
- Knowledge of preschool and early-elementary education programs.
- Knowledge of administrative hearing and court procedures.
- Knowledge of information gathering and report writing methods and techniques.
- Ability to provide professional consultation with regard to program operations, professional services, and staff development as it relates to child day care and its regulatory requirements.
- Ability to make independent decisions, prioritize assignments, and organize work loads.
- Ability to research and analyze data, and to prepare clear and concise reports of findings.
- Ability to investigate and handle abuse and neglect situations with effective timeliness to ensure the protection and safeguarding of residents or consumers of services.
- Ability to represent the department in administrative or court hearings.
- Ability to establish and maintain professional relationships with other agencies or other professional affiliates.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

None.

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

MICHAELA CAREY | 5/4/2026

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**