

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

Position Code 1. DEPTALTA

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 MDHHS-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Children's Services Agency
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division Business Service Center 5
5. Working Title (What the agency calls the position) Regional Placement and Support Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor MALDONADO, ZENA; DEPARTMENTAL MANAGER-3	12. Unit Regional Placement and Support
7. Name and Position Code Description of Second Level Supervisor JOHNSON, ALISIA D; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Cadillac Place, 3040 W. Grand Blvd, Detroit, MI 48202 / 40 hours/week 8:00 a.m. - 8:00 p.m. varied
14. General Summary of Function/Purpose of Position The Departmental Analyst position is part of the Children's Services Administration, Business Service Center (BSC) 5. This position functions as MDHHS' senior analyst Regional Placement and Support (RPS) expert providing specialized analysis and placement for care and supervision of foster care youth requiring foster home placements. This position assesses and processes placement requests while consulting with public and private agencies. This position is responsible for locating foster home placements as assigned, but normally for children within the BSC 5 (Wayne, Oakland, Macomb, and Genesee Counties). This position reviews services being provided to youth and makes recommendations related to placement policies and procedures.	

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

Identify and evaluate placement matches for children needing foster care placement across four urban counties.

Individual tasks related to the duty:

- Conduct conference calls with local agency staff to discuss placement options and barriers to placements.
- Provide information to courts, local MDHHS office staff or other private agencies as requested to assist in determining the best placement options to a youth.
- Coordinate with services specialists, supervisor, county management and upper management to remove barriers to placement.
- Complete referral packets to evaluate potential placement needs for youth requiring Independent Living and Independent Living Plus (ILP) placements.
- Complete placement search using Regional Placement and Support (RPS) protocols and Department of Health and Human Services (DHHS) policy.
- Develop database systems and track, log and produce reports for each county to review trends for all foster home placements that are case serviced by both MDHHS and PAFC partners.
- Provide regular updates in writing and at meetings and provide support and feedback for engaging relatives and kinship placements.
- Develop strategies by incorporating wrap around services and supports to strengthen foster home placements and eliminate the need for replacements.
- Conduct, collaborate and/or participate in regular work groups which involve stakeholders i.e. staff, parents, resource agencies, service providers, community partners, support groups, and adoption agencies.
- Identify and implement informational trainings to educate community partners on the role of Regional Placement and Support including developing training materials, locating training resources, and coordinating and implementing training.
- Collect and analyze data on the number of foster home placements, Independent Living and Independent Living Plus, shelter, CCI, TPP, and CRH placements, along with the frequency of replacements that occurred during the length of opened referrals.
- Brainstorm and develop solution-focused team meetings to address potential and prospective placements and incorporate safety planning and services prior to placements.

Duty 2

General Summary:

Percentage: 25

Liaison between MDHHS and public child placing agencies, private child placing agencies, and childcare institutions.

Individual tasks related to the duty:

- Act as a resource for the State on available programs and treatment options
- Consult with and/or visit programs to have a better understanding of the services available and the type of youth the program may be best able to serve
- Schedule conference calls to discuss placement referrals and barriers to placement
- Provide adequate child specific information to inform agencies and institutions of placement requirements
- Secure placement by communication with licensing and intake staff
- Assist in completion of borrowed bed agreements when applicable
- Assist with scheduling placement dates, and/or placement conferences and sending related forms to pertinent parties
- Analyze and maintain placement specific and barrier data to inform ongoing and future placement needs

Duty 3

General Summary:

Percentage: 10

Assess the need for and provide general and specialized technical assistance related to exception requests for placements.

Individual tasks related to the duty:

- Consult as needed with management and Division of Child Welfare Licensing to ensure that exception requests will not result in licensing issues or non-compliance.
- Provide technical assistance to MDHHS and PAFC by entering all placement records for each youth being placed by RPS into MiSACWIS.
- Initiate, review and provide initial approval of all BBA (Borrowed Bed Agreement) paperwork, placement letters and 3600s (3600 = individual service agreement).

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Trainer for RPS process
- Complete and maintain reports, forms, and computer files as required to ensure accurate reporting
- Participate in annual and ongoing trainings as required for this position
- Participate in committee/work group activities
- May make presentations to members of the community or services provider agencies
- Keep up to date on policy and procedure revisions
- Complete and maintain reports, forms, and computer files as required to ensure accurate reporting

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

Decisions regarding appropriate placements and service needs. Analysts decide which placement to select based on child's needs and placement search results. Case level decisions relative to routine, day-to-day case activities.

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

Exceptions to policy or interpretation of policy when uncertain. Conflicts that cannot be resolved between the requestor and the analyst or the provider and the analyst. County, Business Service Center (BSC), and Executive level approvals for Placement Exception Requests (PERs) for emergency shelter and Pre 13 or Pre 10 residential shelter.

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.

Duties require use of MS Teams, telephone, computer, scanner and other office equipment. Some travel required to make on-site visits to placement programs.

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 Departmental Analyst position is part of the Children's Services Administration, Business Service Center (BSC) 5. This position functions as MDHHS' senior analyst Regional Placement and Support expert providing specialized analysis and placement for care and supervision of foster care youth requiring foster home, residential or emergency shelter placements. This position assesses and processes placement requests while consulting with public and private agencies. This position is responsible for locating foster home placements for children as assigned, but normally within the BSC 5 (Wayne, Oakland, Macomb, and Genesee Counties). Reviews services being provided to youth and makes recommendations related to placement policies and procedures.

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

Adjusted time percentages; removed statewide requests for children needing shelter and residential care; updated preferred education; updated name of work unit, program names and working title. Aligned duties as described in the Regional Placement and Support Unit Senior Standards.

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

The primary function of the work area is to locate the best available placement for foster care youth using all available resources.

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.

Preferred education: Possession of a bachelor's or master's degree with a major in one of the following human services areas: social work, sociology, psychology, forensic psychology, education, community development, law enforcement, behavioral science, gerontology, special education, education of the emotionally disturbed, education of the gifted, family ecology, community services, family studies, family and/or child development, counseling psychology, criminal justice, human services, a human services-related counseling major, or interdisciplinary studies in social science.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Selective Position Requirement:

Must possess at least three (3) years of professional child welfare experience gained within the last five (5) years.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to set priorities and assign work to other professionals
- Ability to organize and coordinate the work of others
- Ability to utilize the competencies of teaming, engagement, assessment, and mentoring in all aspects of job responsibilities
- Knowledge of children's services programs
- Knowledge of departmental systems related to children's services programs
- Ability to work with others

- Strong verbal and written communications skills

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.

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.

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