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 Administration - Bureau of Administration
4. Civil Service Position Code Description Departmental Analyst-A	**10. Division** Child Welfare Compliance and Funding
5. Working Title (What the agency calls the position) Departmental Analyst 12 - Adoption Assistance Services and Support Analyst	**11. Section** Adoption and Guardianship Assistance
6. Name and Position Code Description of Direct Supervisor TRIPLETT, KATHONYA T; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor BORJA, KIMBERLY S; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 235 S. Grand Ave., Lansing, MI. / 8-5

14. General Summary of Function/Purpose of Position

This role is in the Adoption and Guardianship Assistance Office (AGAO), the statewide team responsible for administering adoption and guardianship assistance programs. The position functions as the recognized resource for post permanency services through adoption and guardianship assistance programs, including medical subsidy services that support high-risk, high-needs children and their families post-adoption. The role functions as a liaison in planning, monitoring, and evaluating services delivered by state agencies, local office staff, contracted providers, and families to ensure that children with significant behavioral needs receive appropriate and effective support. The position oversees the eight regional Post Adoption Resource Center (PARC) contracts, including procurement, budget management, payments, and compliance activities. It leads the implementation of policies that support high-risk adoptive families whose children were adopted through Michigan’s child welfare system but may now reside anywhere in the United States. This role also provides expertise in post-adoption prevention services through support coordination, resource development, and collaboration with community agencies in the family’s local area. Additional responsibilities include collecting and analyzing data to identify statewide trends in needs, service barriers, and regional demands within the adoptive population. The position provides consultation and leadership to the AGAO, adoption policy teams, adoption program staff, and community partners. It also tracks prevention services for all children receiving intensive behavioral support post-permanency through AGAO programs. Finally, the position ensures compliance with all applicable federal and state regulations related to adoption assistance, guardianship assistance, and medical subsidy.

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: 35**

Planning, monitoring, and analyzing the needs of families and adopted children in need of intensive behavioral support and prevention services post-permanency that are funded through AGAO programs.

Individual tasks related to the duty:

- Assure compliance with all federal and state regulations.
- Gather necessary documentation and make recommendations as to whether a child needs residential placement or if other, less restrictive services are more appropriate.
- Assist families with their search for a residential placement for children who have been determined appropriate for placement.
- Analyze and apply current policies to provide determinations of funding requests.
- Analyze and interpret policy both in the department and for other departments to make recommendations for service delivery.
- Determine whether there are other resources available to support the child and family.
- Work with the adoptive family, residential placement and community services to coordinate the child's return to the community.
- Meet with the family and services providers periodically as needed.
- Make recommendations for continued approval/denial for intensive services.
- Assure proper notice is provided to families and providers as to the approval or denial service requests.
- Develop and recommend alternative strategies to address and resolve the immediate issues that led to residential placement.
- Maintain ongoing contact with families and service providers to monitor service and progress.
- Make appropriate referrals for community and/or treatment services.
- Participate in family team meetings.
- Reassess the services on a regular basis and determine the appropriateness in continuation.
- Review the progress made toward family goals and work with the family and service providers on revisions to services and goals.
- Promote an understanding of individual's/children's/family's needs and development of realistic expectations for reaching goals.
- Collaborate with public and private agencies across the country to provide services to families and children adopted from Michigan child welfare.
- Assist families in locating community or out-of-state services by providing information and referral.
- Forwarding documents and packets of information concerning specific case eligibility, medical certification and policies.
- Provide verbal and written instructions on program requirements.
- Assure the child's electronic case record in is updated to reflect accurate information regarding the case status for support determinations.
- Work with courts, state and local agencies, and community providers to eliminate barriers to proper support for children depending on the level of care required.
- Work with families to remove barriers and preserve the adoptive relationship.
- Notify management of high-level concerns related to case specifics that threaten dissolution of adoptions.
- Develop and recommend alternative strategies to address and resolve case-specific issues and problems.
- Attend meetings in the community with state and local agencies, providers, and families as representatives of AGAO.
- Attend meetings with other department administrations and departments.

Duty 2

General Summary: **Percentage: 35**

Oversight of the eight regional PARC contracts.

Individual tasks related to the duty:

- Work with the Department of Technology, Management and Budget to complete the procurement process for PARC contracts.
- Evaluate the program to assess effectiveness and make recommendations for revisions in the contracts.
- Design and implement methods for conducting regular audits to ensure contract compliance and appropriate use of state and federal funding used to support the program.
- Conduct annual onsite audits.
- Review, approve, and monitor corrective action plans.
- Monitor the budget to ensure each contract is adequately funded to provide required services.
- Conduct comprehensive evaluations and cost analysis to draft proposals for change.
- Process amendments to master agreements, create delivery orders, and process payments for PARC contracts in the statewide payment processing system.
- Provide guidance and support to PARC supervisors and workers regarding department policy, program requirements, and contract compliance.
- Approve and oversee requests from PARC supervisors and workers including prevention cases and medical subsidy requests.
- Hold regular meetings with PARC and AGAO supervisors to align priorities, discuss updates, and address program needs.
- Oversee the adoption prevention program administered under the PARC contract in accordance with the Family First Prevention Services Act (FFPSA).

Duty 3

General Summary: **Percentage: 20**

Develops program plans for adoption assistance, guardianship assistance, medical subsidy, and PARC, including study and analysis of program data, development of policy and forms, and preparing program budget recommendations.

Individual tasks related to the duty:

- Attend and participate in staff meetings.
- Regularly review the process and procedures for work flow, pre-authorizations of medical subsidy payments and uniform interpretation and application of policy.
- Consult regularly with other departments regarding issues and procedures.
- Consult regularly with policy development.
- Participate in Adoption Oversight Sub-Committees.
- Design and modify subsidy forms.
- Provide instructions on use of the forms.
- Provide input on updating brochures and training material.
- Develop training materials and provide training to internal and external providers and program staff.
- Collect data and identify trends in need and service barriers.
- Make recommendations based on data reports to leadership.
- Develop and lead the workgroup of invested departments to collaborate and develop recommendations for preserving high risk adoptive placements.
- Represent the department at administrative hearings concerning contested medical subsidy issues; conduct case research and hold case conferences; prepare hearing summaries; review decisions and initiate action to ensure compliance.
- Provide guidance with the creation of needed policy and procedure revisions related to the population and service trends and barriers and propose alternate strategies.
- Access, understand, and use client related electronic systems and reports.
- Prepare reports for management as needed.
- Draft letters for management's signature, as required.
- Advise administrative staff on suggested content for official correspondence.

Duty 4

General Summary: **Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Participate in training.
- Review legal procedures and prepare legal documents as need requires.
- Participate in committee activities.
- Make presentations to members of the community or service provider agencies.
- Other duties as assigned.

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

- Decisions related to policy interpretation.
- The approach to take in researching services including barriers and needs across states where adoptive families are residing.
- Prioritization of assignments and work adjustments.

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

- Decisions that could have far-reaching effects on policy and law.
- Policy changes that affect other areas of child welfare.
- Legislative inquiries

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.

There may be occasional risk or psychological stress in providing customer services when contacted by adoptive parents or service providers who have been denied services. There may be a physical risk of injury due to the bending and carrying of case files.

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?

The essential function of this position is to serve as a liaison in planning, monitoring, determining eligibility and evaluating services provided through state agencies, local office staff, services providers, and families that meet the unique needs of adoptive families with an adoptive child who demonstrates a need for intensive services and supports. This position facilitates the implementation of policy to support high risk adoptive families whose child was adopted from Michigan's child welfare system but may reside anywhere in the country. The position is the expert on support coordination, resources, and collaboration of community agencies wherever the adoptive family resides. The person collects and reports on data, working to identify trends in needs, service barriers, and regional demands among the adoptive population. The position provides consultation and leadership within the AGAO, adoption assistance policy, residential programs, and community partners. This position tracks the intensive services and supports for children post-permanency that are funded by the AGAO programs. This position also has a role in assuring compliance with applicable federal and state regulations related to adoption assistance and medical subsidy.

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

New position.

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

This role is in the Adoption and Guardianship Assistance Office (AGAO), the statewide team responsible for administering adoption and guardianship assistance programs to support families post-permanency. The position serves as the statewide subject matter expert for post permanency services through adoption and guardianship assistance programs, including medical subsidy services and PARC that support high-risk, high-needs children and their families.

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.

Alternate Education and Experience

Departmental Analyst 9 - 12
Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

- Skilled at working with others
- Broad knowledge of child welfare
- Organized
- Good computer and writing skills
- Adept to public speaking
- Some mathematical 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.

CANDACE EWING 10/14/2026

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**