

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 Juvenile Justice
5. Working Title (What the agency calls the position) Departmental Analyst 12	11. Section
6. Name and Position Code Description of Direct Supervisor PARKS, COLIN; STATE ADMINISTRATIVE MANAGER-1	12. Unit RDSS Support Services
7. Name and Position Code Description of Second Level Supervisor HOUSE, ERIN; STATE BUREAU 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 Position has statewide responsibility for the monitoring and analyzing the effectiveness of statewide contracts with counties that provide for community based services performed by volunteers, as well as inter-agency agreements with other state departments. Position is the recognized resource for the Regional Detention Support Services (RDSS) contract analysis, administration, monitoring and amending. Additional responsibilities include assessing training needs, researching analyzing and coordinating the implementation of best practice models and approaches; along with ensuring a training schedule is developed for RDSS. Position analyzes need and then develops and administers multiple statewide training for new RDSS programs. This position analyzes and evaluates juvenile justice community program data including RDSS as required by state and federal regulations under the direction of the RDSS manager. Other responsibilities also include the development and oversight of program policy, contracts, handbook revisions, for Community Program & Support Division programming, and collaboration with colleagues on budget development.	

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: 50

Recognized resource for the RDSS contract and Inter-agency agreement monitoring.

Individual tasks related to the duty:

- Compile and analyze Census data to determine county eligibility based on legislative guidelines.
- Review, compile and analyze RDSS program data for program monitoring and to gage county spending.
- Develop program language for contracts to RDSS eligible counties
- Explains inter-agency contracts and agreements (contracts amendments and terminations)
- Provide direction and oversight to counties on the collection, maintenance, and interpretation of program data for reporting, quality assurance, evaluation, and state and federal requirements
- Identify, analyze, and evaluate overall and specific services utilization trends in an effort to gather and produce data to determine which component variables impact trends. This includes a more comprehensive review of various aspects of the program including cost analysis, services delivery analysis, and workforce skill development analysis (training needs)
- Provide technical assistance to courts and DHHS administration about RDSS programs
- Recommend and implement updates to existing programs and policies based on data analysis.

Duty 2

General Summary:

Percentage: 20

Recognized resource as the RDSS training and policy coordinator.

Individual tasks related to the duty:

- Monitor and analyze changes in the contracted workforce related to available and necessary skill and experience and then determine the need then develop, coordinate and implement required RDSS training
- Participate with partners in regional training and provide overview of programs to ensure program integrity and uniformity throughout the state
- Consult with state, local and federal government and other interested parties about RDSS
- Resource to all program questions raised regarding tether eligibility to assure compliance with RDSS policy
- Identify and analyze training needs by collecting questions taken from the field via telephone and email
- On-going analysis, review and updates of training materials necessary to stay abreast of change with trends and equipment with regards to transporting and tethers.

Duty 3

General Summary:

Percentage: 20

Tether logistics

Individual tasks related to the duty:

- Analyze and authorize program request for electronic monitoring from Courts and/or local DHHS offices
- Implement electronic monitoring with the Department of Corrections through inter-agency agreement
- Provide technical assistance to counties regarding program and consequences of any youth violations of tether agreement
- Helps with administering tether and schedules repairs and/or adjustments as needed

- Collects and analyzes data necessary to meet program reporting and evaluation requirements
- Develops and administers training for tether program to local DHHS offices and courts.

Duty 4

General Summary:

Percentage: 5

Training for geographic assignment.

Individual tasks related to the duty:

- Develops and provides training for RDSS based on specific needs of a region and youth.
- Drafts and updates the RDSS handbooks and standard operating procedures for the RDSS.
- Consults with state, local, and federal government, tribes and other interested entities about RDSS under managerial direction and guidance.
- Other duties as assigned.

Duty 5

General Summary:

Percentage: 5

Resource Support.

Individual tasks related to the duty:

- Writes comprehensive memos, communication issuances, e-mails, and reports to all levels of administration for local, state, federal, and private entities.
- Track and log data required by RDSS requirements
- Maintain and update the RDSS website as necessary and instructed by RDSS manager
- Provide assistance when manager is not available.
- Assist with internal RDSS administration as directed by RDSS manager.

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

Respond to program eligibility questions from county courts and/or DHHS offices; research analyze and identify best practice procedures for gathering data; establish contacts with individuals and organizations as necessary to gather data. Make recommendations to management about ways to contain cost, improve service delivery and develop workforce. Develop specific strategies (methods) for implementing agreed upon global strategies and ensure implementation.

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

Final decisions related to changes to policy that impacts service delivery, billing procedures, training content, training expenditures, and interpretation of some policies and procedures.

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.

Work will be conducted in an office environment. This position requires the use of personal computers including keyboards, transporting of training materials to training site, driving to training site. Long distance driving **will be** required to conduct and oversee trainings.

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 is essential in providing contract analysis, oversight and monitoring and then writing amendments to these contracts as necessary. This function is essential to keeping the RDSS programs viable. Collecting and analyzing data to ensure proper and necessary training is provided and is current utilizing best practice methods. Position will require the collection and analysis of data and information from DHHS, courts and other outside sources to prepare summaries and reports as requested by RDSS requirements. Handbook revisions are an important piece of the job functions as it requires analysis of protocols and best practice in the field of Juvenile Justice. Close collaboration and good working relationship are important as the work is conducted remotely.

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

This position has grown to have greater responsibility for identifying issues and improvements needed; considering appropriate responses (providing recommendations) and then developing a more self-directed implementation plan. This increase responsibility will have an impact of the work of others. This position is the recognized resource for the RDSS and is responsible for more comprehensive reviews including cost analysis, services delivery analysis, and workforce skill development analysis (training needs).

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

Position has statewide responsibility for the monitoring and analyzing the effectiveness of statewide contracts with counties that provide for community based services performed by volunteers, as well as inter-agency agreements with other state departments. Position is responsible for the Regional Detention Support Services (RDSS) contract analysis, administration, monitoring and amending. Additional responsibilities include assessing training needs, researching analyzing and coordinating the implementation of best practice models and approaches; along with ensuring a training schedule is developed for RDSS. Position analyzes need and then develops and administers multiple statewide training for new RDSS programs. This position analyzes and evaluates juvenile justice community program data including RDSS as required by state and federal regulations under the direction of the RDSS manager. Other responsibilities also include the development and oversight of program policy, contracts, handbook revisions, for Community Program & Support Division programming, and collaboration with colleagues on budget development.

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:

N/A

**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.

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