

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> EDUCATION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Finance and Operations
<b>5. Working Title (What the agency calls the position)</b> Farm to Program Analyst 9-P11	<b>11. Section</b> Office of Health and Nutrition Services (OHNS)
<b>6. Name and Position Code Description of Direct Supervisor</b> VANDORN, BRYAN M; EDUCATION CONSLTNT MGR-5	<b>12. Unit</b> Nutrition Coordination
<b>7. Name and Position Code Description of Second Level Supervisor</b> BRUMMELER, MELANIE A; EDUCATION CONSLTNT MGR-6	<b>13. Work Location (City and Address)/Hours of Work</b> Hannah Building , 608 W Allegan St., Lansing, MI 48933 / 7:30 am - 4:30 p.m. Monday - Friday
<b>14. General Summary of Function/Purpose of Position</b>  This position serves as the departmental analyst in the Office of Health and Nutrition Services (OHNS, Nutrition Coordination (NC) Unit for Farm to Program. The Farm to Program Analyst will evaluate and review program information to make determinations about the allowability of expenditures by program grantees. Responsibilities include collecting, analyzing, and evaluating program data; preparing reports; conducting outreach; and developing trainings and workshops. The Farm to Program Analyst will collaborate with farmers, vendors, and providers connecting them to federal Child Nutrition Programs such as the National School Lunch Program, Summer Food Service Program, School Breakfast Program, and others as needed.	

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**

Evaluate and review statewide list of grantees, Michigan farmers, and program participants to ensure accuracy in program outreach and consistency in invoicing records. Conduct analysis of grants and reports to ensure proper coding, legislation, rules, and regulations. Provide guidance and instruction to program grantees as well as internal and external stakeholders.

**Individual tasks related to the duty:**

- Research, collect, consolidate, analyze, and maintain program data necessary to meet program reporting and evaluation requirements, and the goals of the agency program or service.
- Analyze on-going program operations and recommend modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Develop, maintain, and improve the growing list of program partners, Michigan farmers, and potential opportunities to grow farm to program connectivity.
- Provide direct guidance and instruction to program participants and grantees as well as Michigan farmers, highlighting Michigan's rich agricultural economy (supply) and vast network of schools, child-caring institutions, and others participating in child nutrition programs (demand).
- Analyze program data and prepare concise narrative reports and associated correspondence related to Farm to Program activities.
- Assess invoices and regular report submissions for accuracy to ensure proper payment and accounting of grantee activity.
- Use available data to inform decision making within the Nutrition Coordination Unit.
- Evaluate program policies and procedures and make recommendations for changes.

**Duty 2****General Summary:****Percentage: 25**

Conduct analysis and assess the needs of participating schools and eligible community organizations to provide outreach, guidance, and instruction. Establish working relationships with program initiative partners, vendors, and other stakeholders.

**Individual tasks related to the duty:**

- Conduct outreach to potential schools and eligible community organizations as well as Michigan farmers to engage all relevant stakeholders in creating or expanding activities aimed at connecting Michigan produce to child nutrition program participants.
- Provide guidance and instruction via phone, email, and through in person site visits to improve the engagement between Michigan farms, their products, and those eligible program participants/grantees.
- Travel with Farm to Program Consultants and other Office of Health and Nutrition Services staff to support both grantee and sourcing needs.
- Coordinate with systems and data consultants to align with data requests, database maintenance, and data analysis.
- Respond to inquiries and written correspondence requesting clarification of state policies, procedures, and federal regulations.
- Utilize program knowledge to provide information about the operation of the programs in Michigan to potential sponsors/sites and the public.
- Prepare and develop correspondence, newsletter articles, email or website updates identified for need regarding program regulations/requirements, policies, or procedures, and/or administrative guidance.

**Duty 3****General Summary:****Percentage: 20**

Review, revise, and facilitate program training. Promote Farm to Program activities statewide through the Office of Health and Nutrition Services and network of partners and stakeholders.

**Individual tasks related to the duty:**

- Review, revise, and facilitate new and existing materials for training presentations.
- Present information and conduct training sessions at workshops and conferences as required.
- Develop guidance and instructional materials to assist sponsors in complying with program requirements. This includes a variety of resources, which includes items such as PowerPoint presentations, webcasts, Frequently Asked Questions, user manuals, help documents, and Administrative Guidance.
- Organize and continually update training events.
- Provide on-site training assistance for vendors, program participants, partners, or other stakeholders.
- Interpret new federal regulations and state laws to determine how they will impact Farm to Program activities, provide instruction and the appropriate implementation pertaining to the Farm to Program.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Attend and participate in regularly scheduled staff meetings.
- 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.

This position requires independent decision-making on a regular basis. As part of data analysis, decisions are required regarding program adherence to state and federal regulations and the allowability of grantee expenditures. The position requires decision-making on what type, duration, and frequency of guidance, instruction, training are provided. Sponsors, sites, parents, students, farmers, the Michigan Department of Education, and United States Department of Agriculture staff are affected by these independent decisions.

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

Unique situations that are not covered by set internal policies or regulations.

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.

Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor

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?

This position serves as the departmental analyst in the Office of Health and Nutrition Services (OHNS, Nutrition Coordination (NC) Unit for Farm to Program. The Farm to Program Analyst will evaluate and review program information to make determinations about the allowability of expenditures by program grantees. Responsibilities include collecting, analyzing, and evaluating program data; preparing reports; conducting outreach; and developing trainings and workshops. The Farm to Program Analyst will collaborate with farmers, vendors, and providers connecting them to federal Child Nutrition Programs such as the National School Lunch Program, Summer Food Service Program, School Breakfast Program, and others as needed.

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?

The Office of Health and Nutrition Services administers USDA Child Nutrition Programs as well as school health and safety programs. Each program has required applications, monitoring and reporting, as well as training, outreach, and program development requirements. This position provides a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition, health, and safety programs.

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 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) 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:**

- Some knowledge of the USDA Child Nutrition Programs.
- Knowledge of the principles of administrative management, including office procedures, customer service, and reporting.
- Ability to analyze and compile data.
- Ability to establish program procedures, policies, or guidelines.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to learn and utilize computer processes including the following software: Word, Excel, Access, Outlook.
- Ability to design, develop, and present on a variety of topics to an array of audiences.
- Ability to apply laws, rules, regulations, policies, and procedures to specific situations to correct problems.
- Ability to organize, evaluate, and present information effectively, both orally and in writing.
- Ability to maintain favorable public relations.
- Ability to design forms.
- Ability to perform mathematical calculations.
- Ability to set priorities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must maintain valid driver's license.

*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.**

Please Establish: This position serves as the departmental analyst in the Office of Health and Nutrition Services (OHNS, Nutrition Coordination (NC) Unit for Farm to Program. The Farm to Program Analyst will evaluate and review program information to make determinations about the allowability of expenditures by program grantees. Responsibilities include collecting, analyzing, and evaluating program data; preparing reports; conducting outreach; and developing trainings and workshops. The Farm to Program Analyst will collaborate with farmers, vendors, and providers connecting them to federal Child Nutrition Programs such as the National School Lunch Program, Summer Food Service Program, School Breakfast Program, and others as needed.

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

\_\_\_\_\_  
LORRAINE HALL

Appointing Authority

\_\_\_\_\_  
11/8/2023

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.***

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Employee

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Date