

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPSPL2E41N

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-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Specialty Behavioral Health Services
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division Substance Use, Gambling and Epidemiology
5. Working Title (What the agency calls the position) State Prevention Specialist	11. Section Substance Use Prevention and Treatment
6. Name and Position Code Description of Direct Supervisor COLEMAN, LISA M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor SMITH-BUTTERWICK, ANGELA J; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 400 S. Pine St., Capitol Commons Center, Lansing, MI / M-F, 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

Implementation and evaluation of the statewide SUGE Substance Use Disorder (SUD) Prevention Grant Projects and Communicable Disease Prevention Plan. Represents SUGE in coordination of multilateral SUD, HIV/AIDS, TB, sexually transmitted diseases and hepatitis prevention program development. Provides monitoring and technical assistance services to the federally funded prevention grant projects, the State Epidemiological Workgroup, regional Prepaid Inpatient Health Plans (PIHPs), local service providers, SUD coalitions and other agencies.

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: 65

Coordinate, monitor and provide technical assistance to State initiatives such as the SAMHSA Substance Use Prevention, Treatment, and Recovery Supports Block Grant and the statewide prevention coalition support agency in Michigan.

Individual tasks related to the duty:

- Manage and monitor the statewide prevention coalition support contract, including related advisory committee activity, such as Parenting Awareness Michigan, and Michigan Coalition to Reduce Underage Drinking.
- Prepares quarterly reports on the statewide prevention coalition support contract's activity to SUGE.
- Recommends initiatives for inclusion in the SAMHSA Substance Use Prevention, Treatment and Recovery Supports Block Grant application and reports by providing specific information on prevention activity including prevention priorities, target populations served, number of persons served, percentage of evidence-based strategies employed, and expenditure reports of prevention strategies performed.
- Serves as technical advisor and liaison with the State Prevention Workgroup.
- Provides technical assistance and staff support to the State Epidemiological Workgroup by contributing to workgroup sessions and topic areas and preparing workgroup meeting reports.

Duty 2

General Summary:

Percentage: 15

Coordinate, monitor and provide technical assistance to Prepaid Inpatient Health Plan Communicable Disease (PIHP) Projects.

Individual tasks related to the duty:

- Provide technical assistance and monitor the provision of HIV Early Intervention Initiative, providing HIV/AIDS, TB, sexually transmitted diseases and hepatitis prevention, outreach, health education/risk reduction, IDV counseling and testing, referral and care services to substance abusing Michigan residents.
- Analyze ongoing program targets related to specific populations receiving/needing substance use disorder prevention to ensure needs are met across the state.
- Monitor PIHP funded programs to ensure that women and their significant others receive outreach and services for infectious diseases such as, HIV/AIDS, TB and Hepatitis.
- Review PIHP reports on programs providing communicable disease services.
- Provide linkages to Population Health Divisions for training PIHPs and treatment providers on communicable disease prevention.
- Represent the Division in task forces, coalitions and other groups to address HIV/AIDS, TB, hepatitis and sexually transmitted disease issues.

Duty 3

General Summary:

Percentage: 15

Provide oversight and evaluation of the federal prevention grant projects.

Individual tasks related to the duty:

- Provide monitoring, technical assistance and staff support to federal categorical prevention grant projects and related activities administered by SUGE including the coordination and convening of advisory council meetings, PIHP grantee training and site visits associated with the categorical grant projects.
- Recommend evaluation criteria, standards and guidelines to assess subrecipient progress and compliance.
- Review and approve the evaluation plan for grant activity.
- Coordinate timeline for evaluation deliverables with project evaluator including participation in cross site evaluation activity, if required.
- Prepare all required reports for categorical prevention grant projects, including federal reporting.
- Convene meetings with evaluator to review progress of evaluation relative to evaluation requirements set forth in the grant terms and conditions.
- Review and submit evaluation reports to Section Manager.
- Determine and assess need for sub-grantee training and technical assistance on subjects related to the deliverables required of the grant project. Secure training and technical assistance from national and state experts in the subject matter relevant to the deliverables required by the grant project.
- Evaluate the effectiveness of the training and technical assistance provided to the sub-grantees.
- Provide a report on the evaluation to the Section Supervisor.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

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

This position assists the supervisor and provides recommendations in determining appropriateness and acceptability of official documents, applications, grant project deliverables, as well as appropriate actions to take. Employee routinely provides technical assistance to PIHPs, substance abuse providers, coalitions and other stakeholders, develops recommendations for SUGE's plans, policies, programs, procedures and objectives. Decisions are made within the policy and conceptual framework of the Bureau and Department and are based on interpretation of federal and state guidelines for funding and appropriate provision and monitoring of services. Within these parameters, decisions are independently made and are reflective to the consultant's advanced experience and functional role as SUGE's resource person. Other agencies affected include: PIHPs, local health departments, substance abuse program providers, coalitions and supervising authorities that provide services.

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

Submission of required reports to federal funding agency, SUGE and department administration. Submission of meeting interagency council and associated workgroup agendas and minutes for review and approval for distribution. Submission of required deliverables for federal grant project.

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.

Minimum physical effort is required for this position. In state and out-of-state travel will be limited. The will little or no physical exposure to adverse environmental conditions.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Essential duties and responsibilities include: coordination of a federal prevention grants and communicable disease prevention programs at the State-level including coordination of review, evaluation and submission of work products required of the federal grant and communicable disease programs; and evaluating federal prevention grants and communicable disease programs at the PIHP level.

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

Updating minor language throughout PD, as well as move a few tasks to different duties to better align with duty descriptions. Duty 3 and duty 4 were combined to better align the federal reporting requirements with the duty. Overall function remains the same.

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

Substance Use Gambling and Epidemiology, Substance Use Prevention and Treatment Section is to provide state level administrative oversight, policy, best practice guidelines and technical assistance to the Prepaid Inpatient Health Plans that are responsible for the local funding and administration of regional substance use and mental health disorder prevention, treatment and recovery. The position will contribute to the building of infrastructure to improve and enhance administrative oversight, policy and best practice guidelines for substance use disorder and communicable disease prevention.

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 Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent organizational ability, as well as oral and written skills. Knowledge of the substance abuse disorder prevention field. Knowledge of operational and technical problems involved in the administration of a specialized program; ability to plan, coordinate programs of a complex interrelated nature; ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources; and ability to plan, coordinate and expedite work projects under pressure with short time frames and competing demands; creativity in problem solving.

Additionally, as listed on the CSC Job Specification

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:

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.

Appointing Authority

11/10/2025

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

Employee Date