

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPSPL2

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 Policy and Strategic Engagement
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Policy Integration and Evaluation Division
5. Working Title (What the agency calls the position) Research and Evaluation Specialist	11. Section Research and Innovation Section
6. Name and Position Code Description of Direct Supervisor MORRIS, EMILY J; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor COMMEY, KATHERINE M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 400 S. Pine, Lansing, MI / Monday – Friday, 8 am – 5 pm

14. General Summary of Function/Purpose of Position

This position serves as the Research and Evaluation Specialist for the Health Services Administration (HSA) Research and Innovation Section. The position leads research, monitoring, and evaluation activities that support Medicaid policy and program initiatives within MDHHS.

This position is responsible for designing and implementing evaluation frameworks, monitoring approaches, and research activities that assess Medicaid program performance, outcomes, and operational effectiveness. The position supports compliance with federal reporting requirements, including CMS monitoring and evaluation deliverables, and translates evaluation findings into actionable recommendations that inform policy, operational improvements, and strategic decision-making.

This position also serves as a subject matter expert for evaluation best practices, research quality, and evidence-informed program improvement, including technical review of evaluation products, manuscripts, and data use and Institutional Review Board (IRB)-related activities.

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: 40

Lead evaluation design, monitoring, and research activities for Medicaid programs, demonstrations, waivers, and strategic initiatives to support evidence-informed decision-making and compliance with federal reporting requirements.

Individual tasks related to the duty:

- Develop evaluation frameworks, logic models, monitoring plans, and data collection tools for Medicaid initiatives and policies.
- Design and implement qualitative and quantitative evaluation methodologies to assess program implementation, effectiveness, and outcomes.
- Lead ongoing monitoring of policy implementation and program performance to support continuous improvement activities.
- Coordinate data collection processes, quality assurance procedures, and analytic plans.
- Support development of CMS-required monitoring protocols, evaluation designs, and performance reporting deliverables.
- Maintain awareness of national best practices related to Medicaid evaluation, implementation science, and performance measurement.
- Collaborate with internal data teams, consultants, university partners, and external stakeholders to support evaluation activities.
- Develop reports, summaries, and recommendations to support leadership decision-making and program improvement.

Duty 2

General Summary:

Percentage: 30

Translate evaluation findings into actionable insights and provide subject matter expertise to support Medicaid policy, operational, and program improvement efforts.

Individual tasks related to the duty:

- Interpret evaluation findings and collaborate with policy, innovation, implementation, and operational teams to support program refinements and strategic decision-making.
- Provide subject matter expertise regarding evaluation best practices, monitoring approaches, and evidence-informed program improvement.
- Apply findings from evaluations to identify opportunities for program adaptation, operational improvements, and innovation.
- Develop policy-relevant recommendations based on research findings and performance data.
- Support development of a proactive learning culture that integrates evaluation into program planning and implementation activities.
- Provide technical review and subject matter expertise for manuscripts, research products, evaluation reports, and data use and IRB-related activities to ensure methodological quality and policy relevance.
- Support continuous quality improvement activities aligned with HSA priorities.

Duty 3

General Summary:

Percentage: 20

Prepare evaluation products, communicate findings, and support cross-collaborative evaluation and reporting activities.

Individual tasks related to the duty:

- Prepare evaluation reports, dashboards, presentations, policy briefs, and other written materials for leadership, CMS, and internal/external stakeholders.
- Communicate complex evaluation findings in clear, accessible formats to support operational and policy decision-making.
- Contribute to manuscripts, dissemination materials, and evaluation-related products as appropriate.
- Facilitate and participate in meetings, learning sessions, and cross-team discussions related to evaluation findings and program performance.
- Serve as a resource for cross-collaborative projects and initiatives involving research, monitoring, and evaluation activities.
- Support coordination and communication across internal and external partners involved in evaluation activities.

Duty 4

General Summary:

Percentage: 10

Support program management and collaboration by coordinating cross-team efforts, facilitating discussions, and communicating progress and recommendations to ensure alignment with organizational goals.

Individual tasks related to the duty:

- Participate in special projects and strategic initiatives as assigned.
- Maintain records, correspondence, and project-related documentation.
- Support alignment of evaluation activities with HSA strategic priorities.
- Represent the Research and Innovation Section in meetings, workgroups, and collaborative efforts as appropriate.
- Perform 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 has the authority to make the following decisions independently which impact program evaluation activities, research quality, and overall program effectiveness:

- Development of evaluation frameworks, monitoring approaches, and analytic strategies for assigned projects
- Content of evaluation reports, dashboards, manuscripts, and policy-related summaries
- Recommendations regarding evaluation methods, performance measures, and data collection approaches
- Technical review recommendations related to manuscripts, evaluation products, and data use and IRB activities
- Prioritization and coordination of assigned evaluation and monitoring activities

This includes responding to internal and external correspondence, e-mails, and meetings while exercising independent judgment related to evaluation, monitoring, and research activities.

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

Decisions involving Medicaid policy issues and decisions that would affect section operational scope and budget would require supervisor's approval.

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.

General office setting.

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?

This position serves as a program specialist for the Health Services Administration (HSA) Research and Innovation Section, leading and supporting research, monitoring, and evaluation activities related to Medicaid policies, programs, demonstrations, and strategic initiatives. The position is responsible for designing and implementing evaluation frameworks, supporting CMS-required monitoring and reporting activities, translating findings into actionable recommendations, and providing subject matter expertise related to evaluation best practices and evidence-informed program improvement. This role also supports cross-collaborative projects and provides technical review of evaluation products, manuscripts, and data use and IRB-related activities to ensure methodological quality and policy relevance.

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

new establishment

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 coordinate the Health Services Administration's efforts to support evidence-informed Medicaid policy, program development, innovation, implementation, and evaluation activities aligned with Department strategic priorities. This includes identifying opportunities for continuous improvement, supporting federal reporting and monitoring requirements, and translating evaluation findings into actionable operational and policy recommendations.

The responsibilities of this position are complex and integral to supporting these efforts. The Research and Evaluation Specialist leads and supports evaluation and monitoring activities for Medicaid initiatives, demonstrations, waivers, and strategic projects; provides subject matter expertise related to evaluation methodologies and research quality; supports compliance with CMS evaluation and reporting requirements; and collaborates with internal and external stakeholders to improve Medicaid program performance and outcomes.

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:

- Strong knowledge of program evaluation methods, implementation science, and performance measurement
- Ability to design and manage evaluation frameworks and monitoring approaches
- Experience analyzing qualitative and quantitative data
- Ability to translate complex findings into actionable recommendations
- Strong written and verbal communication skills
- Ability to compose reports, policy briefs, summaries, and presentations
- Ability to communicate technical information to diverse audiences
- Ability to independently prioritize and coordinate multiple projects simultaneously
- Ability to collaborate effectively across multidisciplinary teams and stakeholders
- Knowledge of state and federal healthcare policy and program requirements preferred
- Knowledge of Medicaid programs, demonstrations, and federal reporting requirements preferred
- Experience supporting evaluation or monitoring activities for public sector programs preferred
- Ability to maintain confidentiality and handle sensitive information
- Attention to detail and strong organizational skills
- 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:

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.

none

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

WHITNEY HENGESBACH

7/15/2026

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