

**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) Specialty Behavioral Health Services
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Substance Use, Gambling & Epidemiology Division
5. Working Title (What the agency calls the position) Youth Problem Gambling Program Specialist	11. Section GAMBLING & EPIDEMIOLOGY SECTION
6. Name and Position Code Description of Direct Supervisor OH, SU MIN; 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; LANSING, MI 48933 / Mon-Fri 8am - 5pm

14. General Summary of Function/Purpose of Position

Position serves as the specialist and subject matter expert, for the state's Gambling Disorder and Gaming Disorder prevention and treatment program authorized under P.A. 70 of 1997. This position is responsible for coordinating the services, activities and evaluation of such supported by the Compulsive Gaming Prevention Fund established by Michigan Gaming Control Board and MI State Lottery. This position is responsible for developing statewide program plans and initiatives for **youth and young adults**, policy and procedure recommendations, and program management of gambling disorder and gaming disorder prevention and treatment services targeted for youth and young adults. Also responsible for prevention programs and media campaigns targeted for youth and young adults. The employee facilitates youth and young adult services program promotion and outreach efforts, participates in provider training as indicated and service development, conducts research and data review, consults with nationally recognized Gambling Disorder and Gaming Disorder professionals, and fosters relationships that garner program interest. The employee is responsible for managing the work assignments of contractors to ensure performance compliance with state Gambling Disorder objectives for youth and young adult services and the availability of Gambling Disorder and Gaming Disorder services throughout the State of Michigan.

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: 60

This position manages the programmatic, contractual, and financial responsibilities of Gambling Disorder and Gaming Disorder prevention and treatment services contracts by providing program guidance, consultation, technical assistance and problem resolution.

Individual tasks related to the duty:

- Youth and young adult services program management to include comprehensive development, modification, and implementation of program goals and strategies
- Contract management to include development, modification, and implementation of guidelines to ensure program compliance
- Finance management to include comprehensive budget planning, analysis, development, and modification; the use of finance reporting to efficiently allocate resources
- Performance management to include analysis of ongoing program operations, development, staffing and necessary corrective action
- Development, modification, and implementation of program policies and procedures related to youth and young adult services.
- Development of gambling disorder and gaming disorder work plan for youth and young adult services and interventions.
- Report preparation and utilization in compliance with program reporting requirements.
- Collection, review and maintenance of necessary data to ensure adherence to youth and young adult program objectives.
- Participation in the development, review, implementation, and monitoring of gambling disorder and gaming disorder training curriculum
- Provide comprehensive technical assistance to all contract staff
- Search for grant opportunities

Duty 2

General Summary:

Percentage: 20

This position collaborates to develop the content and promotion of the Annual Gambling Disorder Symposium for youth and young adults.

Individual tasks related to the duty:

- Manage the youth and young adult programmatic aspects of Gambling Disorder Symposium
- Preparation of Gambling Disorder Symposium budget for youth and young adults
- Development of Gambling Disorder Symposium media promotion
- Participation in the Gambling Disorder Symposium Planning Committee
- Enlist participation from nationally recognized industry professionals
- Create a public forum with access to professional training, resources, industry networking and development, and personal recovery stories

Duty 3

General Summary:

Percentage: 10

This position coordinates with the Office of Communications to manage the facilitation of media efforts for the youth and young adult Gambling Disorder and Gaming Disorder program. Monitor and update website information. Television, radio, news interviews.

Individual tasks related to the duty:

- Represent the State of Michigan as the subject matter expert for youth and young adult gambling disorder/gaming disorder when participating in television, radio, newspaper, and/or magazine interviews
- Research and analyze legislation and initiatives of other states to identify trends and issues that may assist with promotional efforts
- Develop media campaign budget
- Review and approve media campaign proposal
- Review and approve all content, language, imagery, and audio used for print, radio, and television promotion of the adult services gambling disorder/gaming disorder program
- Develop, create, review, and approve content, language and imagery used for print, radio, and television promotion of youth and young adult services with the Gambling Disorder Symposium
- Develop, create, review, and approve all content, language and imagery used for print, radio, and television promotion of youth and young adult services with Gambling Disorder Awareness month
- Monitor and update MDHHS Gambling Disorder website
- Review, revise, and approve content of current promotional literature related to youth and young adult services
- Monitor clearinghouse material usage

Duty 4

General Summary:

Percentage: 5

Serve as the resource for Gambling Disorder and Gaming Disorder information.

Individual tasks related to the duty:

- Prepare correspondence
- Develop and prepare presentations and trainings
- Respond to telephone and written inquiries
- Creates and maintains a database of Gambling Disorder/Gaming Disorder data and resource information

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

Other duties as assigned.

Individual tasks related to the duty:

- Tasks related to the general operation of the Division of Substance Use, Gambling and Epidemiology
- Participate with the National Council of Problem Gambling (NCPG)
- Participate with the National Association of Administrators for Disordered Gambling Services (NAADGS)

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

Employee makes independent decisions within the policy and framework of the administration. The decisions are based on interpretation of state and federal guidelines for funding and monitoring of services. These guidelines include the terms and conditions of federal grants, state laws and department administrative procedures.

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

Employee is expected to consult with supervisor when establishing new priorities and direction, or when in need of clarification of policies and procedures, and implementation of the Compulsive Gaming Prevention Fund.

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 will be limited day travel; occasional overnight stays and out-of-state meetings. Duties may include the use of a personal vehicle and or state vehicle. The stress level varies dependent on multiple assignments with short timeframes.

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):

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|---|--|
| ☐ 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 oversees the Compulsive Gaming Prevention Fund programs for youth and young adult Gambling Disorder and Gaming Disorder prevention and treatment services. Responsible for managing the youth and young adult programmatic aspects of prevention services and Gambling Disorder Symposium; managing media campaigns, reporting on Gambling Disorder/Gaming Disorder data; responding to public inquires; maintaining website information. Responsible for legislative reporting.

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?

SUGE is responsible for providing funding, policy development and oversight of statewide implementation of gambling and substance use disorder prevention, treatment and recovery services, and ensuring that quality and compliance requirements are met. This position is essential to the primary function of Gambling Disorder Prevention Treatment in SUGE.

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:

Knowledge and understanding of behavioral health including substance use, gambling disorder prevention and treatment services; ability to manage projects and contracts; and good communication skills; ability and experience managing multiple tasks and responsibilities.

- 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.

Appointing Authority

7/27/2026

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