

**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) Policy and Planning Bureau
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Healthcare Workforce Division
5. Working Title (What the agency calls the position) Nursing Workforce Specialist	11. Section Office of Nursing Programs
6. Name and Position Code Description of Direct Supervisor KLEIN, CASEY L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MYERS, AMBER; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 333 S GRAND AVE; LANSING, MI 48933 / Monday-Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position functions as the nursing workforce specialist for the Office of Nursing Programs (ONP). This position is responsible for more than a dozen multi-year, highly complex, statewide initiatives requiring advanced programmatic judgment, technical expertise, and independent decision making. This position is responsible for statewide nursing workforce strategy by leading comprehensive data analysis and research to identify priority needs and develop feasible, evidence-driven solutions and office initiatives. The position is responsible for developing competitive Request for Intent (RFI) and Grant Funding Opportunities (GFOs), establishing eligibility and review criteria, designing monitoring frameworks, creating statewide data collection tools, and issuing approvals on official program documentation, deliverables, and outcomes. The role ensures compliance with Bureau of Grants and Purchasing (BGP) and EGrAMS requirements, perform fiscal and risk assessments, evaluates expenditure and program timelines, and administers all ONP agreements with the Michigan Public Health Institute (MPHI) and Skills Competency Assessment contracts. The specialist determines when modifications are required, negotiates adjustments with grantees, and prepares publishable quantitative and qualitative findings for statewide dissemination.

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

Nursing workforce specialist that provides strategic guidance and support for the development, implementation, and evaluation of workforce initiatives. Leads comprehensive data analysis and research to identify priority needs and develop feasible, evidence-driven solutions and office initiatives.

Individual tasks related to the duty:

- Determines critical nursing workforce strategies by integrating comprehensive data collection, rigorous research, detailed analysis, and direct partner input (e.g., research and data show a nursing workforce shortage; annual nurse licensure data shows a gap in early nursing career introduction; a strategy of implementing statewide nursing summer camps to primary and secondary age school children is developed to encourage recruitment and retention).
- Establishes statewide methods, standards, and procedures that guide program operations.
- Develop solutions, survey governance standards, workforce data methodologies, evaluates emerging workforce challenges, and recommends innovative solutions to complex nursing workforce issues that impact healthcare delivery throughout Michigan.
- Represents the ONP in high-level engagements, serving as the primary liaison to statewide nursing partners, academic institutions, health systems, and grantees, and ensuring alignment between departmental goals and external initiatives.
- Guides policy and program development through expert workforce interpretation, strategic communication of expectations, and translation of data insights into actionable recommendations for leadership and partners.
- Oversees strategic reporting and data governance, producing high-impact briefs and dashboards, ensuring ADA-compliant web content, and maintaining data quality, consistency, and compliance across ONP datasets.
- Coordinates cross-sector collaboration and forecasting by convening partners across public health, education, workforce development, and health systems, monitoring national trends, and developing short- and long-term nursing supply projections.
- Provides independent judgement in areas without precedent and resolve complex issues involving grant compliance, data methodology, program design, and statewide implementation.

Duty 2

General Summary:

Percentage: 30

Develop and administer the workforce initiatives through effective management of the grant and contract portfolio. Documenting and editing publishable reports and qualitative outcome analyses.

Individual tasks related to the duty:

- Determines when modifications are required, negotiates adjustments with grantees, and prepares publishable quantitative and qualitative findings for statewide dissemination.
- Develops competitive Request for Intent (RFI) & Grant Funding Opportunities (GFO)s; sets screening/eligibility standards and review criteria; designs monitoring framework; leads and performs fiscal and risk assessments; issues final acceptability/approval of official program documentation, deliverables, and outcomes; and ensures compliance with BGP/EGrAMS requirements (e.g., a GFO is developed to procure grant applications for nursing summer camps; grantees are determined through BGP guidelines while promoting geographic availability).
- Establishes critical requirements for grant outcomes, ensuring that funded projects deliver high-value written deliverables, effective digital platforms, and high-quality webinars.
- Conducts regular, structured engagements with grantees to reinforce expectations, monitor progress, resolve issues, and maintain accountability for project timelines and outcomes, directly shaping the success of Michigan's nursing workforce initiatives.
- Serves as the project manager and provides formal approval of all submissions within the electronic grant management system, ensuring each report meets established requirements and evaluation criteria.
- Evaluates program and expenditure timelines.
- Approves grantee, contractor, and vendor expenditures and proactively addresses concerns to safeguard fiscal integrity and maximize statewide impact.
- Serves as owner of and administrates MPHJ agreements and ONP Skills Competency Assessment contracts; defines metrics; approves outcomes; and coordinates statewide dissemination.
- Maintains comprehensive tracking across all divisional reporting requirements and oversees each stage of the approval process for materials requiring MDHHS Communications review. This includes verifying full compliance with ADA accessibility standards and AP style guidelines, ensuring that all public-facing documents meet departmental expectations for clarity, accuracy, and accessibility.
- Maintains comprehensive records in full compliance with state record-retention requirements, ensuring all project outcomes are accurately documented and preserved. This includes tracking service obligations and payment records to support audit readiness, fiscal accountability, and long-term program integrity across ONP initiatives.

Duty 3

General Summary:

Percentage: 10

Direct partner engagement for grant management initiatives, cultivating strong relationships with nursing and interdisciplinary health care leaders to support organizational priorities.

Individual tasks related to the duty:

- Develops and executes a comprehensive partner engagement strategy that aligns grant priorities with the needs of nursing and allied health partners.
- Builds and maintains high-value relationships with academic institutions, health systems, professional associations, and community partners involved in grant-funded initiatives.
- Facilitates cross-sector collaboration to ensure grant activities are informed by diverse clinical, educational, and policy perspectives.
- Leads structured partner consultations and listening sessions to identify emerging needs, barriers, and opportunities relevant to grant objectives.
- Oversees communication frameworks that ensure partners receive timely updates, expectations, and guidance related to grant performance and compliance.
- Coordinates partner roles and responsibilities across multi-site or multi-disciplinary grant projects to ensure alignment and accountability.
- Monitors partner performance and engagement metrics to assess effectiveness and inform continuous improvement.
- Ensures partner input is integrated into program design, implementation, and evaluation to enhance impact and sustainability.
- Resolves complex partner-related issues that may affect grant timelines, deliverables, or compliance.
- Guides partners through grant requirements and expectations to promote consistent understanding and adherence.
- Aligns partner engagement activities with organizational priorities and broader health workforce strategies.

Duty 4

General Summary:

Percentage: 10

Provide strategic guidance in the collection and interpretation of Michigan's annual nursing workforce data, leveraging clinical expertise to serve as the state's primary source of authoritative workforce intelligence for policymakers, health systems, and academic partners.

Individual tasks related to the duty:

- Oversees the design and continuous refinement of statewide nursing workforce data collection methodologies and tools to ensure accuracy, completeness, and alignment with national best practices.
- Maintains data governance standards and quality assurance protocols to validate, reconcile, and integrate workforce survey data with licensure records.
- Establish grant administration approaches,
- Leads cross-agency collaboration with the Department of Licensing and Regulatory Affairs (LARA) to ensure seamless data sharing, compliance, and methodological consistency.
- Develops advanced analytical models and workforce projections to identify emerging trends, shortages, and distribution gaps across Michigan's nursing workforce.
- Translates complex workforce analytics into strategic insights that inform statewide policy development, funding decisions, and health system workforce planning.
- Produces high-impact reports, dashboards, and visualizations tailored for executive audiences, policymakers, and health care system leaders.
- Engages with health care executives, academic leaders, and policymakers to present findings and support evidence-based workforce planning initiatives.
- Identifies and elevates critical workforce risks and opportunities to guide statewide recruitment, retention, and pipeline development strategies.
- Ensures compliance with federal and state reporting requirements related to workforce data collection, analysis, and dissemination.
- Leads continuous improvement efforts to enhance data collection tools, survey response rates, and analytic capabilities.

Duty 5

General Summary:

Percentage: 10

Lead high-level evaluation of factors impacting the nursing workforce and the broader health care system, including review of relevant laws and policies, to inform strategic recommendations for statewide action.

Individual tasks related to the duty:

- Conduct comprehensive assessments of workforce trends, demographic shifts, and systemic factors influencing the supply, distribution, and retention of nurses across Michigan.
- Evaluate the impact of existing and emerging federal and state laws, regulations, and professional standards on nursing practice, education, and workforce stability.
- Lead cross-sector consultations with health systems, academic institutions, regulatory bodies, and professional associations to gather insights on workforce challenges and policy implications.
- Synthesize complex policy, regulatory, and workforce data into clear, actionable analyses that inform statewide planning and strategic decision-making.
- Identify and elevate critical risks, gaps, and opportunities within the nursing workforce pipeline to support long-range workforce development strategies.
- Monitor national policy trends, legislative proposals, and regulatory changes to anticipate their potential impact on Michigan's nursing workforce and health care delivery system.
- Develop evidence-based recommendations for policy, program, or regulatory changes that strengthen workforce capacity and promote equitable access to care.
- Ensure alignment between workforce evaluation activities and broader statewide health system priorities, including quality, safety, and equity.

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

Operating within established office practices and procedures, this position exercises significant independent decision-making authority in its daily work, including managing communications with grantees and grant support staff, approving grant reporting, developing analytical tools such as reports and surveys, applying standardized operational protocols, tracking and coordinating assignments, and conducting targeted research. The role independently prioritizes and directs high-volume communications and workflow demands, with decisions that directly influence external grant partners as well as the operations and strategic priorities of the ONP, the Health Care Workforce Division, and the Policy and Planning Bureau.

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

Finalization of complex or policy-sensitive deliverables, reports, surveys, or documents and items requiring MDHHS Communications review or a higher approval authority will need a supervisor's review. Correspondences or questions with confidential or political implications will need a supervisor's review.

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.

Regular sitting, standing, walking and use of a laptop. Occasional liftings and carrying. Environmental conditions are consistent with that of a normal office environment. This position requires occasional transport of laptop and written materials and limited travel.

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?

Provide statewide expertise on ONP strategy and grant/contract portfolios. This position maintains and administers daily operations of the ONP and provides expert advice on nursing workforce and education in Michigan. The position will oversee the following grants (can change from year to year depending on office priorities and available funding): 1. Michigan Nursing Licensure Survey 2. Michigan Nurse Mapping 3. Michigan Professional Nursing Development 4. Mental Health Nurse Practitioner 5. Nurse Practitioner Expansion Program 6. Nurse Practitioner Workforce Development 7. Nursing Workforce Development 8. Nursing Summer Camp 9. Skills Competency Assessment Program. This position approves official program documentation; steward survey/data governance and interpret nursing laws/rules. This includes communicating with grantees, monitoring reporting and deliverables, developing surveys and reports based on research, maintaining ONP outreach via the newsletter and webpages, and maintaining positive relationships with internal and external partners. The position is responsible for tracking assignments, completing reports and assignments without prompts, identifying problems and recommending solutions, tracking reports and deliverables, attending meetings as necessary, and establishing and revising work methods, forms, formats and standards to improve operating efficiency. This position will work closely with other ONP staff to determine the needs of the ONP and ensure assignments are completed and routine work is on schedule.

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 ONP serves Michigan citizens by providing professional expertise, and coordination in health policy development to promote safe care in all nursing environments, advance the safe practice of the nursing profession through health equity principles, and promote a continuous supply of high-quality direct care nurses, nursing faculty, and nursing educational programs. The ONP works closely with education and practice partners throughout the state on strategic initiatives to ensure priority alignment. This section supports new and existing efforts related to education, training, and workforce development of Michigan nurses.

ONP work requires strong technical skills, specialized program policy knowledge, experience with relevant laws and regulations, and the ability to work with multiple parties with unique and often conflicting interests and perspectives. This position must be involved in the inner working of these programs and provide expert-level knowledge of Michigan nursing workforce and education. This position must operate with high levels of engagement, accuracy, and proactive support to ensure the ONP is supporting all facets of nursing in Michigan in alignment with departmental priorities and community needs.

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:

As listed on the Civil Service job specification. In addition:

- Knowledge of the principles and practices of research and analysis.
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.
- Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.
- Knowledge of the economic, social, political, and business conditions of the state.
- Knowledge of the legislative process and governmental organization and structure.
- Knowledge of the department's and work area's mission and its appropriate application.
- Knowledge of the organization and maintenance of filing systems.
- Knowledge of scheduling and coordinating travel arrangements.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Ability to prepare requests for proposals and program agreements.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to learn and utilize computer processes.
- Ability to design forms.
- Ability to maintain favorable public relations.
- Ability to make decisions where precedents may not be established.
- Ability to apply the overall mission of a department to make specialized decisions.
- Ability to follow, apply, interpret, and explain instructions and/or guidelines.
- Ability to determine work priorities.
- Ability to operate standard office equipment.

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.

N/A

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

SHANIKA DENNIS

8/14/2026

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