

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1.

**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-A	<b>10. Division</b> Business, Health, and Library Services
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst	<b>11. Section</b> Office of Nutrition Services
<b>6. Name and Position Code Description of Direct Supervisor</b> PURVES, EMILY M; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Food Distribution
<b>7. Name and Position Code Description of Second Level Supervisor</b> PRIEST, THOMAS M; EDUCATION CONSLTNT MGR-5	<b>13. Work Location (City and Address)/Hours of Work</b> Hannah Building 608 W. Allegan St. Lansing, MI 48933 / M-F 8:00 am -5:00 pm

**14. General Summary of Function/Purpose of Position**

The purpose of this position is to serve as the recognized resource for the State of Michigan, Food and Nutrition Programs in the Office of Nutrition Services (ONS). This position will primarily monitor and review the procurement practices of Sponsors participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). This position will also support procurement activities for all other Federal Nutrition Programs administered by MDE and OHNS including the Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP), The Emergency Food Assistance Program (TEFAP), The Commodity Supplemental Food Program (CSFP) and the United States Department of Agriculture (USDA) Foods. Duties include collecting, analyzing, and evaluating program data; preparing reports; processing applications; initiating and planning trainings and workshops; and performing administrative office duties.

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: 55**

As the recognized resource, the departmental analyst is responsible for the procurement elements of applications and Procurement Reviews for sponsors participating in the NSLP, SBP, After School Snack Program, Fresh Fruit and Vegetable Program (FFVP), Special Milk Program (SMP), Summer Camp Special Milk (SCSM), and Summer Food Service Program (SFSP).

**Individual tasks related to the duty:**

- Coordinate the Procurement Review of public, private and charter schools, residential childcare institutions, and private non-profit organizations participating in the National School Lunch Program and Summer Food Service Program.
- Coordinate and conduct on-site and desk reviews for procurement requirements for NSLP and SFSP.
- Accurately complete and submit the federally mandated forms for each review conducted.
- Prepare narrative reports and associated correspondence related to the review process.
- Provide each program with a comprehensive written report of program deficiencies, develop corrective action plans with specific deadlines for compliance, and provide any technical assistance required to ensure future compliance.
- Collaborate with other Program staff to ensure all reviews are completed to meet regulatory timeframes.
- Evaluate program sponsors' adherence to federal regulations and state policies for all School Nutrition Programs and Summer Food Service Programs per regulated review schedules.
- Assess corrective action plans for program noncompliance. Analyze the plan of action, the corrective action, and the meeting of required deadlines set in the initial report. Follow-up as needed (by telephone, in writing, or in person) until appropriate corrective action is completed and documented. Approve corrective actions and notify sponsor.
- Participate in team reviews with USDA staff. Evaluate performance, complete review reports, and inform programs where any deficiencies exist.
- Evaluate and suggest revisions of materials presented by sponsors for review and/or approval.
- Investigate complaints and participate in the seriously deficient process in SFSP.
- Research appropriate federal and state regulations and other program guidance to develop policies and procedures related to monitoring issues such as allowable use of funds, expenditure reporting, and activities eligible for federal and state financial reimbursement.

**Duty 2**

**General Summary:**

**Percentage: 25**

As a recognized resource, provide technical assistance and training to sponsoring agencies regarding interpretation of law, rule, and policy as it pertains to procurement in Child Nutrition Programs.

**Individual tasks related to the duty:**

- Serve as a resource for any issues concerning policy and procedure in procurement in Child Nutrition Programs.
- Develop or revise new and/or existing materials related to procurement for Child Nutrition Programs training presentations. Present information/training sessions at workshops and conferences.
- Develop guidance and/or instructional materials to assist sponsors to comply with procurement in Child Nutrition Programs. This includes a variety of resources for the Child Nutrition Programs and includes items such as PowerPoint presentations, Webcasts, Webinars, Work Shops, Frequently Asked Questions, User Manuals, Help documents, and Administrative Guidance.
- Respond to telephone inquiries and written correspondence requesting clarification of state policies, procedures, and federal regulations. Use program knowledge to provide information about the operation of the programs in Michigan to potential sponsors/sites and the public.
- Develop items such as correspondence, newsletter articles, e-mail or website updates identified for need regarding program regulations/requirements, policies or procedures and/or administrative guidance.
- Develop or revise forms/materials as necessary to meet changing regulations or state laws. Coordinate the maintenance of materials and information on the website and in program applications or databases, ensuring they are up to date and accurate.
- Provide on-site training/technical assistance related to procurement in Child Nutrition Programs for sponsors as needed.
- Analyze and interpret new federal regulations or state laws, determine how they will impact Child Nutrition Programs, and provide instruction and the appropriate implementation. Develop instructional materials for program sponsors.
- Serve as the ongoing procurement recognized resource to sponsors and staff.

### Duty 3

#### General Summary:

Percentage: 15

Perform a variety of Food and Nutrition Program program-related duties.

#### Individual tasks related to the duty:

- Respond to telephone inquiries, written correspondence, and emails requesting clarification of state policies, procedures and federal regulation related to the food service contract and renewal process.
- Independently process procurement related to all Food and Nutrition Programs.
- Attend and participate in regularly scheduled staff meetings.
- Evaluate program policies and procedures. Develops and recommends changes to Unit Supervisor for approval.
- Serve as a back-up for other Procurement and Contracts staff.
- Participate in review of contracts and procurement with other Analyst and Consultant staff as needed throughout Michigan.

### Duty 4

#### General Summary:

Percentage: 5

All 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.

Established methods and procedures are available in the form of laws, regulations, rules, guidance, and procedures but are not applicable in every situation. Independent judgment must be exercised to select the appropriate courses of action. Decisions regarding compliance audit findings, data analysis, and reporting are made independently and can impact state funding and federal reimbursement received by participants in the School Nutrition Programs. Decisions are made on a continual basis to adapt general methods and procedures to accommodate regulatory changes related to fiscal monitoring, budgets, and claiming requirements. This position requires ability to analyze, organize, and evaluate information to make decisions related to fiscal issues. It also requires the ability to independently design and develop forms, instructional materials, provide technical assistance, and prioritize work assignments and projects to meet established timelines.

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

Decisions in highly unusual or sensitive situations that could detrimentally affect the Department and/or Sponsors. Guidance is sought when dealing with highly political or sensitive issues or when the best course of action may conflict with established policies and procedures.

**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.**

Statewide travel. Physical activities include sitting, standing, stooping, bending, reaching, and use of a personal computer.

**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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?**

The purpose of this position is to serve as the recognized resource for the State of Michigan, Food and Nutrition Programs in the Office of Nutrition Services (ONS). This position will primarily monitor and review the procurement practices of Sponsors participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). This position will also support procurement activities for all other Federal Nutrition Programs administered by MDE and OHNS including the Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP), The Emergency Food Assistance Program (TEFAP), The Commodity Supplemental Food Program (CSFP) and the United States Department of Agriculture (USDA) Foods. Duties include collecting, analyzing, and evaluating program data; preparing reports; processing applications; initiating and planning trainings and workshops; and performing administrative office duties.

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

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

Administer the United States Department of Agriculture Food and Nutrition Programs for the entire state. This position is responsible for monitoring adherence to state and federal regulations related to procurement.

**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 12**

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of procurement for federal programs and/or grants.
- Knowledge of 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.
- Ability to analyze, synthesize, and evaluate a variety of data for use in the program development and analysis.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to learn and utilize computer processes.
- Ability to collect and interpret information, apply criteria, and make recommendations.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.
- Ability to organize, evaluate and present information effectively, both orally and in writing.

**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.

Please Establish: This position serves as the recognized resource for the State of Michigan, Food and Nutrition Programs in the Office of Health and Nutrition Services (OHNS). This position will primarily monitor and review the procurement practices of Sponsors participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

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

\_\_\_\_\_  
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