

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. DEPTALTAF97Y
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## 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> MDHHS-DPT OF HUMAN SVC CNTL OF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> CSA OUT-OF-HOME SERVICES
<b>4. Civil Service Position Code Description</b> Departmental Analyst-A	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst 12	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> DODGE-PIFER, RORIE; SOCIAL SERVICES LICENSING MGR-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> TRISTRAM, CLAUDIA; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> VARIED / Monday-Friday; 8:00 – 5:00

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

The advanced level Child Welfare Analyst for the Residential Collaboration and Technical Assistance Unit within the Office of Juvenile Justice will be responsible for assessing safety and risk concerns, enforcing licensing regulations as well as all policy and contract requirements in child caring institutions, child placing agencies, and court operated facilities, and will provide expert technical assistance and consultation to these programs, within the assigned geographical region.

This position requires these advanced level analysts:

- Be responsible for consultation with facilities to ensure that safety and risk concerns for children placed there are identified and appropriately addressed during the investigation.
- Ensure corrective action steps are put in place when necessary and that those steps are appropriate to meet the concerns identified.
- Engage with multiple levels of management including facility administration and CSA leadership.
- Make critical decisions which will impact staff and facility operations including recommendations to terminate employment, revoke licensure, or termination of a contract.
- Collaboration and coordination and ensuring that these efforts occur between foster care and juvenile justice field staff, program office, CPS-MIC investigators, DCWL consultants, Prison Rape Elimination Act (PREA) compliance staff, and contract staff during special investigations.

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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**

Provide advanced consultation to and oversight of residential youth facility management and administration to ensure alignment with statute, licensing requirements, contracts, and CPS-MIC policy. As these analysts will make decisions impacting contract staff and facility operations (including recommendations to terminate employment, revoke licensure, or contract termination), they will also consult with and engage facility administration and CSA leadership on a regular basis.

**Individual tasks related to the duty:**

- Coordinate and prioritize activities related to position function.
- Evaluates Children's Services policies, state laws and federal regulations in relation to continuous quality improvement and establishment of outcomes goals
- Evaluate and analyze existing review and reporting systems to develop and recommend new or improved approaches based on practicality, systems and field impact and timeframes.
- Analysis of ongoing program operations to develop and recommend strategies to improve child safety and wellbeing.
- Provides current data, comparative data, and/or projection of trends to contribute to new program development
- Conduct reviews of evaluations and investigations of all licensed residential childcare settings to assure compliance with laws, rules, policy, and contracts and to provide technical assistance to these organizations regarding compliance in all areas.
- Follow up and action with any areas of non-compliance.
- Consultation with licensees, chief administrators and/or applicants regarding program operations and development, and reviewing for rule, policy, and contract compliance.
- Determines compliance with all policy, contract and ISEP requirements and makes recommendations to CSA leadership regarding action against the licensee and or contract. Consultation as well as compliance is documented in annual reports and or special investigations. Provide technical assistance regarding best practice.
- Review and provide technical assistance on policies related to child handling techniques and practices including behavior management.
- Utilize an agency approved tracking tool to maintain awareness on the number of special investigations and safety violations for assigned providers. Report concerns and recommendations to the RCTA manager.
- Collaborate with DCWL, MIC, and PREA to make recommendations on providers ability to provide safe and therapeutic care for the youth.
- Schedule site observation periods as indicated in the agency action plan

**Duty 2**

**General Summary:**

**Percentage: 20**

Planning, monitoring, evaluation and providing assurances of collaborative efforts between foster care and juvenile justice field staff, program office, CPS-MIC investigators, DCWL consultants, Prison Rape Elimination Act (PREA) compliance staff, and contract staff during special investigations. This will include providing training and support, assessment and oversight of staffing needs and face-to-face contact with staff and children at the facilities.

**Individual tasks related to the duty:**

- Attend all meetings and exit conferences with DCWL, CPS-MIC, and PREA to ensure collaborative messaging occurs to providers.
- Analyzes, develop, and implements plans of correction and problem-solving processes as necessary to improve outcomes.
- Review and recommend a course of action on unique or unusual circumstances, up to and including agency action plans.
- Collaborate with the provider to identify external training resources to assist with ensuring safe and efficient practices.

- Provide technical assistance on staffing schedules and ratios to ensure youth have sufficient supervision.
- Conduct site visits as needed to ensure the facility is maintained and properly functional for the safety of youth assigned.
- Collaborate with local law enforcement agencies as needed to ensure emergency planning is current for high-risk facilities.

#### Duty 3

General Summary:

Percentage: 15

Analysts will be responsible for

1. Researching best practices in child welfare quality improvement, child welfare program outcomes, and recommend improvements to address risk and safety in residential settings, and
2. Provide technical assistance during the course of scheduled meetings and visits with residential managers, and their staff as well as providing enhanced support for facilities through data analysis and on-site observation.

Individual tasks related to the duty:

- Provide technical assistance regarding best practice.
- Uses investigations and reports to assess enhancements, changes, or direction to existing programs.
- Develop collaborative workgroups to address specific program improvement plans.
- Meet regularly with assigned providers routinely to measure progress and compliance with DCWL, MIC, or PREA CAPs.
- Evaluate and assess all newly assigned special investigations for DCWL and/or MIC for safety planning.
- Provide weekly updates (written and verbal) to the RCTA manager and CSA leadership (and others, as needed) for all assigned facilities. Updates will include compliance with CAPs, staffing concerns, facility changes in leadership and any safety concerns.
- Ensure providers have appropriate staff development plans with enhanced training regarding all specialized populations served.
- Any CAP requiring an on-sight review will be completed by the assigned DCWL licensing consultant in coordination with the assigned RCTA advanced level analysts.

#### Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Prepare responses to requests from executive management, the public, legislature, and other staff to submit to the Director.
- Represent Juvenile Justice Office on committees, as assigned.
- Use reports, analysis, and summary data to determine enhancements, changes or direction of existing programs.
- Provides current data, comparative data, or projection of trends to identify suggested improvements and changes.
- Development of and assignments to workgroup members to address specific program improvement plans.
- Coordinate with other offices as appropriate.

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

These analysts will be responsible for independent assessments of these facilities, any data reports and metrics related to their assessment and decision-making specific to providing guidance/direction for facility staffing needs, CAP development, assessment of and need for administration involvement/prioritization, assistance with scheduling collaborative efforts with internal/external partners, and facility observations.

Facilities and their staff will be most directly affected. These analysts will be responsible for sharing these details with MDHHS CSA staff and with our collaborators.

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

Determinations for required supervisory review will be established and amended as needed; but must at least include the following:

- In the event of facility non-compliance with a CAP, the advanced level analysts must consult with the RCTA manager.
- Dependent upon review of non-compliance or identification of safety concerns, the advanced level analysts must work with the manager and actions must be taken to immediately address risk. These actions could include placement suspension, adverse action recommendations, or termination of contract.
- The advanced level analysts must work with the RCTA manager to develop a tracking mechanism on all residential facilities to be updated by the RCTA advanced level analysts. This mechanism will track all CPS-MIC and DCWL investigations, corrective action status, dates CAP was verified, and CAP outcomes.
- The RCTA advanced level analysts must consult with the RCTA manager on decision involving politically sensitive issues or programs.

**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.**

This position requires the ability to work independently, prioritize and manage multiple critical tasks. The duties may occasionally require travel/overnight stays. This position functions in a normal office environment which may include sitting, standing, bending and extended periods of computer work.

**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?**

MDHHS has established the Residential Collaboration and Technical Assistance Unit (RCTA) with the goal of ensuring that all risk and safety concerns are appropriately identified and addressed during the investigation and corrective action processes in residential placement settings. Advanced level analysts within the unit will help facilitate necessary collaboration between foster care staff, maltreatment in care (MIC) investigators, Division of Child Welfare Licensing (DCWL) consultants and contract staff during investigations. Advanced level analysts will also provide enhanced oversight and technical assistance for development and ongoing monitoring of Corrective Actions Plans (CAPs).

**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 RCTA advanced level analysts will review all residential facilities who have been identified through the risk assessment process. These meetings will review prior and current history involving CPS-MIC and DCWL, restraint data and any current CAP to identify any potential and/or current concerns.

The RCTA is a newly established office (Pilot-2021) with the Office of Juvenile Justice providing guidance, enhanced oversight, and technical assistance to all licensed residential facilities.

The Residential Collaboration and Technical Assistance (RCTA) Unit will be responsible for ensuring that safety and risk concerns are identified and appropriately addressed during the investigation and corrective action process.

**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:**

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

- Knowledge of all stages of child welfare continuum. Ability to work independently and with strong understanding of child welfare policy and practice, especially regarding child safety planning and accurate assessment of risk.
- Staff must be able to work collaboratively and ensure accountability.
- RCTA advanced level analysts will require extensive knowledge related to licensing, contracts, and CPS-MIC policy

*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.

N/A

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

LINDA SONG

12/21/2021

\_\_\_\_\_  
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