

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

Position Code 1. DEPTALTAG03Y

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CSA Bureau of Administration
4. Civil Service Position Code Description Departmental Analyst-A	10. Division
5. Working Title (What the agency calls the position) Policy Analyst – JJ Policy Analyst	11. Section Child Welfare Policy and Legislation
6. Name and Position Code Description of Direct Supervisor WINELAND, RACHAEL; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor WILLIAMS, HEATHER (WOC); STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 235 S. Grand Ave Lansing, MI 48933 / Monday-Friday; 8:00 – 5:00
14. General Summary of Function/Purpose of Position This position functions as a senior analyst within the Department of Health and Human Services (DHHS) Child Welfare Policy and Legislation unit for Juvenile Justice. The senior analyst will be responsible for ensuring policy objectives related to juvenile justices (JJ) are met. This position is also responsible for legislative analysis and drafting of statewide communications.	

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

Analyze, evaluate, and draft child welfare policies that comply with state and federal requirements. Primary policy assignments will focus on reviewing and evaluating proposed enacted legislation (State and Federal) that impacts JJ and writing and modifying policy. This position will make recommendations for policy changes based on legislation as well as analyzing and developing policy to improve JJ outcomes outlined in federal objectives. This position will perform analysis, evaluation and drafting of other child welfare policies as assigned.

Individual tasks related to the duty:

- Conduct research on statutory, regulatory and policy requirements, including interdepartmental/cross system application in other states.
- Analyze and interpret new laws, regulations, and initiatives to develop or amend statewide juvenile justice field services policy and juvenile justice residential policies.
- Collaborate with the State Court Administrative Office, Tribes, and other child welfare stakeholders to write policy on juvenile justice.
- Collaborate with foster care program office on shared policies such as dual ward policy, medical, payments and educational policies.
- Assess policy and practice implications for people of color with a focus on equity.
- Draft statutory and rule changes.
- Draft and publish policy and/or interim bulletins/guidance.
- Update current policy manual items to ensure compliance with field recommendations, and federal and state legislation.
- Assist in preparation for federal title IV-E reviews and state single audits.
- Represent the Child Welfare Policy and Legislation unit by serving on various committees, work groups, etc.
- Act as a liaison between central office, local office staff and other agencies regarding suggestions, quality initiatives and issues related to policy.

Duty 2

General Summary:

Percentage: 20

Investigate/respond/follow-up to internal and external customer correspondence and complaints.

Individual tasks related to the duty:

- Identify and analyze problematic policy issues and communicate to the appropriate program office.
- Develop and provide information and clarification to the field and program offices regarding policy issues.
- Identify and analyze issues where policy/procedural/system changes would eliminate/reduce errors.
- Conduct analysis, planning, development, and evaluation activities related to child welfare programming.
- Analyze information and inform manager of field needs/issues regarding training as it relates to policy.
- Respond to inquiries through the Child Welfare Policy email box.

Duty 3

General Summary:

Percentage: 20

Ensure compliance with Title IV-E State Plans.

Individual tasks related to the duty:

- Developing a process for monitoring title IV-E plan requirements, adding and/or modifying policy to ensure compliance
- Create focus groups to and lead policy meetings to identify necessary policy projects that will ensure compliance.
- Writing Communication Issuances.
- Completing legislative analyses for state and federal statute changes.
- Monitor compliance with federal funding state plans, including but not limited to title IV-E.
- Development of training plans.
- Collaborate with the State Court Administrative Office and other child welfare stakeholders to provide training on juvenile justice policies.
- Assist in the development and monitoring of statewide child welfare programs.
- Creating and modifying forms.
- Collaborating and assisting with policy items outside of your assigned policy areas.

Duty 4

General Summary:

Percentage: 20

Other duties as assigned to support the policy objectives of CSA, state, and federal legislation.

Individual tasks related to the duty:

- Research emerging JJ issues including analyzing other states policies.
- Participate in meetings at the request of their supervisor.
- Attend focus groups or policy meetings to communicate policy projects.
- Assist with research and technology/data solution development with other internal and external business units regarding program and funding issues.
- Research and organize responses to FOIA requests.
- 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.

Decisions made daily on interpretation of JJ policy and legislation that directly impacts child welfare staff. Independent analysis of child welfare statute that directly impacts the department and initiatives sponsored by DHHS.

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

Changes to existing policy, procedures, or systems.

Requests for time off or modification of work schedule.

Statewide communications to local offices, courts, and entities outside of the department.

Anything with significant programmatic, funding and/or political implications.

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.

Normal office environment.

Some travel to field offices, courts, conferences, etc.

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.

N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

Position functions as the senior level analyst for child welfare policies, primarily focused on juvenile justice.

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 office is responsible for developing and maintaining policy for the following child welfare areas: Foster Care, Children's Protective Services, Adoption, Guardianship, Interstate Compact, Juvenile Justice, County Child Care Fund, Title IV-E, and Services Requirements. This work area is also responsible for completing legislative analyses and developing communications as needed by the Children's Services Agency. Position functions as the senior level analyst for child welfare policies, primarily focused on juvenile justice.

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:

This position requires program knowledge in all areas of JJ including but not limited to state and federal legislation requirements. This position requires in-depth knowledge of the state's automated child welfare information system. This position also requires knowledge in the areas child development, criminogenic risk factors, juvenile competency, mental health, substance abuse, sex offending, education and trauma related to child abuse/neglect. This position also requires expert knowledge in legal proceedings pertaining to delinquency cases in family division and criminal division court cases.

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

12/20/2021

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