

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

Position Code
1. DEPTALTA

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) Bureau of Aging, Community Living and Supports
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Aging and Community Services
5. Working Title (What the agency calls the position) SMP Program Analyst	11. Section Community Options Services and Supports
6. Name and Position Code Description of Direct Supervisor ALEXANDER, KATIE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor LEONARDI, KRISTINA M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 400 S. Pine Street, Lansing, MI / Monday-Friday, 8-5 p.m.

14. General Summary of Function/Purpose of Position

This position functions as the recognized resource for the Senior Medicare Patrol (SMP) program with responsibility for the most complex Medicare fraud casework, investigations, and analysis involving individuals experiencing ongoing, long-term fraud. This position provides grant management and technical assistance to large Medicare fraud outreach and education grantees on program activities and budget matters.

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: 50

Recognized resource for the SMP program and responsibility for the most complex cases involving individuals facing on-going, long-term fraud.

Individual tasks related to the duty:

- Review and revise of policies and procedures specific to the SMP Program impacting all cases (both standard and complex).
- Review the most complex cases of fraud and scams in Medicare through providing professional, focused and specialized case management for these complex cases, investigating and researching allegations of fraud or scams for appropriate referrals for administrative action and prosecution.
- Develop timelines and situation briefs for the most complex cases. (i.e. Timelines that diverge from each other in cases – many times fraud tends to be non-linear, so they need to take all of the potential and real fraud and pull it into one timeline and situation brief.)
- Contacting victims of scams or fraud and/or receiving calls from victims of scams or fraud and assisting them through the resolution process, referring to the federal Office of Inspector General, Attorney General's office, law enforcement, or other agencies where appropriate.
- Building relationships and connections to other law enforcement agencies, departments, and related entities to best track, serve, and report information on cases.
- Gathering, analyzing, and submitting data and documentation for the cases through the SMP Intake and Reporting System (SIRS). Determine if other documentation is needed to support a case or different referrals are needed to support a case investigation.
- Submitting updated information to the federal government as required by the federal grant.
- Analyzes Michigan's data in (SIRS) to identify trends and detect patterns of ongoing issues. Adjusting state outreach strategies based on the frequently identified challenges.

Duty 2

General Summary:

Percentage: 40

This position serves as the SMP grant manager for large contract grantees.

Individual tasks related to the duty:

- Lead the development, planning, and implementation of SMP program goals.
- Monitors and analyzes grant-related outcomes, ensures compliance with grant requirements and objectives, reviews and approves budgets, and ensures adherence to federal and state laws, guidelines, and operating standards.
- Provide oversight of grantees, including regular monitoring and compliance.
- Establishes, administers and evaluates the SMP local and statewide programs, develops statewide program policies and procedures, and designs forms.
- Responsible for the federal SMP grant processes and resulting state grant funding opportunities and processes
- Prepares and submits annual and multi-year federal SMP applications to the Administration for Community Living (ACL), including program plans and budgets.
- Serves as the Health Services representative at specified grant related conferences, meetings, training, and webinars.
- Presents to the Michigan Commission on Services to the Aging regarding the grant programs, as appropriate.
- Designs and implements surveys and other evaluation methods to monitor program effectiveness.
- Identifies opportunities for program and process improvement and works with grantees, providing technical assistance for implementation.
- Develop training and volunteer requirements, oversee training and volunteers of grantees and the SMP Fraud Assistance Analyst,
- Analyzes on-going SMP program operations and works with leadership to modify policies and procedures to achieve greater efficiency and effectiveness.
- Reviews and manages applicable grant applications, including program plans and budgets.
- Prepares and submits budget amendments and grant extension documents, when applicable.
- Provides technical assistance, training, support, and guidance to SMP grantees. Works with grantees to develop SMART objectives and measurable outcomes.
- Reviews, monitors, and approves Financial Status Reports and programmatic progress reports in accordance with guidelines.
- Develops and conducts SMP grant monitoring and assessments/evaluation compliance with agency and grant policies and requirements, including site visits and/or virtual visits.
- Prepares and submits required state and federal programmatic reports.
- Drafts correspondence related to SMP inquiries and other grant matters.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Responds to requests and completes tasks as assigned by BPHASA leadership.

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

Programmatic rules, policies, and requirements. Appropriateness of planning documents. Accuracy of grantee workplan, budget, and other programmatic documents. Approval and denial of programmatic and budget revisions. Corrective action plans for grantees. Evaluation of assessment findings. Provision of technical assistance to grantees and partners. Outreach and developing relationships with partners and stakeholders. Direct oversight and reporting on the case management of the program. A significant portion of the activities related to this position are self-directed.

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

Major or new initiatives or activities that impact Health Services policies and programming. Matters that could potentially create controversy or negative consequences for Health Services and its programs. Review of draft policies, reports, and written responses to inquiries. Unusual internal or external requests.

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 daily use of computers for long periods of time and often involves long periods of sitting and viewing computer screens. Significant reading of emails and programming documents is required. The position also entails reviewing and analyzing complex budget data. Travel for site visits and program-related meetings may also be required. The position conducts public speeches or presentations in front of various audiences.

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

Recognized resource for the SMP program with responsibility for the most complex cases. In addition, providing oversight and monitoring for grants; providing technical assistance to grantees on programmatic and budget matters; preparing grant applications; and preparing programmatic reports and budgets, complex case management, and drafting/reviewing RFPs/GFOs.

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?

The Aging and Community Services (ACS) Division is responsible for the oversight of the Health Promotion and Active Aging (HPAA) Section, Home and Community-Based Services (HCBS), and the Community Options Support and Services (COSS) Section. This position is located within the COSS Section. The COSS Section works to ensure choice for individuals seeking long-term care solutions, options and assistance related to Medicare, and availability of legal assistance as authorized under the Older Americans Act. The HCBS Section focuses on operations including contracting and reimbursement, assuring contract compliance and quality of service delivery, provision of technical assistance to contracted entities, assurance of participant health, welfare and satisfaction with services, and quality improvement activities. The HPAA Section performs functions of health promotion, health policy, program development and management, including grant management; federal and state program reporting; research and planning; training; program development and monitoring; and public information for assigned programs and activities. This position is the recognized resource for the SMP program responsible for the most complex fraud, waste, and abuse cases, involving long-term and ongoing abuse.

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.

Alternate Education and Experience**Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Broad knowledge of fraud, waste, and abuse, case management, older adult issues, social determinants of health, and diversity, equity, and inclusion. Self-directed work habits require minimum supervision. Grant management experience. Ability to build and sustain effective collaborations and partnerships. Ability to interpret laws, rules, and regulations relative to the work responsibilities. Strong oral and written communications skills. Good problem-solving skills, including ambiguous situations. Strong skills in Microsoft programs, including Word, Excel, and PowerPoint.

Others 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.

WHITNEY HENGESBACH

2/5/2026

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