

## 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-COM HEALTH CENTRAL OFF
<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> Financial and Administrative Services Division
<b>5. Working Title (What the agency calls the position)</b> Problem Gambling Program Compliance Analyst	<b>11. Section</b> Behavioral Health Financial Supports Section
<b>6. Name and Position Code Description of Direct Supervisor</b> HARDEN, DARRELL; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> KLINE, CRYSTAL; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 400 S. PINE ST.; LANSING, MI 48933 / Mon-Fri 8am - 5pm
<b>14. General Summary of Function/Purpose of Position</b>  This position performs as the recognized resource and lead for design, development, and improvement of the Problem Gambling Program contract compliance, regarding complex laws, rules, regulations, policies, and procedures, and other technical assistance needs for gambling program grants managed by the section. This position serves as a liaison between other areas within the Department of Health and Human Services (MDHHS), including the Substance Use, Gambling, and Epidemiology division (SUGE), the Bureau of Grants and Purchasing (BGP), and other portions of MDHHS.  Activities include maintaining and updating program guidance to ensure compliance with laws, rules, regulations, policies, and procedures; monitor program spending to ensure fiscal constraint; monitor grantee financial and work reporting to ensure compliance with laws, rules, regulations, programs, and procedures; work directly with grantees, in partnership with SUGE, to address needed corrections by grantees; and developing applicable language for grant agreements as well as appropriate reporting templates to ensure grantee compliance with applicable rules, laws, policies, procedures, and regulations.	

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**

As the recognized resource, coordinate and manage gambling prevention and treatment grant agreements and applicable reporting to ensure compliance with applicable laws, rules, policies, and procedures. The analyst coordinates with SUGE, BGP, and others as needed.

**Individual tasks related to the duty:**

- Develop, maintain and update guidance related to state laws, rules and regulations, and departmental policies and procedures to grantees to ensure accurate and technical knowledge by service providers funded through the Compulsive Gambling Fund.
- Update and maintain forms utilized by grantees to ensure consistency with all requirements.
- Interpret, develop, modify, and clarify Problem Gambling Program and BGP laws, rules, policies and procedures.
- Receive, review, and track grant application budget and work plans in EGrAMS, coordinating with SUGE and BGP reviewers, to ensure that funds are being used properly and in accordance with state requirements.
- Maintain and distribute to grantees a schedule of reporting deadlines for MDHHS Bureau of Audit.
- Review and interpret financial and other reporting documents, including Financial Status Reports, and ensure SUGE reviewers complete reviews of work plan and other reporting. Approve or request revisions as necessary.
- Detect errors and inconsistencies in statistical, financial, and data reporting to ensure grantee reporting is accurate. Error detection generally leads to corrections, but it also allows for detection of more serious concerns to ensure public funding is being used correctly.
- Assess grantee work plan reporting for consistency with stated work plans in grant agreements to ensure that grantees are properly using the funding in their grant awards, consistent with funding and other MDHHS requirements.
- Research and respond to questions and concerns from grantees and MDHHS staff, escalating areas of concern to the section manager for further follow-up.
- Respond to FOIA requests as needed.

**Duty 2**

**General Summary:**

**Percentage: 30**

Create and update grant agreement language, reporting timelines, and processes for grantees in the Problem Gambling Program.

**Individual tasks related to the duty:**

- Develop grant agreement language, in partnership with program office staff in the Substance Use, Gambling, and Epidemiology Division, to ensure grant agreements contain language required for compliance with state laws, regulations, and policies.
- Analyze on-going contract operations and reporting to monitor compliance with all contract requirements, including the budget and work plan and relevant reporting.
- Coordinates with SUGE staff to develop and maintain reporting requirements to ensure grantees remain in compliance with applicable laws, regulations, rules, policies and procedures.
- Respond to internal and external audits related to contract monitoring activities and design and develop new review activities and grant agreement language to remedy any audit findings or recommendations.

**Duty 3**

**General Summary:**

**Percentage: 20**

Manage, track, and monitor compliance by grantees in the Problem Gambling Program.

**Individual tasks related to the duty:**

- Provide technical assistance to MDHHS staff and grantees to help ensure grantee compliance with program and BGP rules, laws, regulations, policies, and procedures. When possible, work proactively with these staff to increase the likelihood of effective service delivery and reduce and eliminate problems that prevent proper use of funding.
- Ensure adherence to the division's financial monitoring policy. MDHHS is required to follow financial monitoring policies set by the Bureau of Audit as a means of ensuring grantees are accurately billing for expenditures and behaving properly with state funds.
- Serve as a liaison between MDHHS and grantees, monitor incoming contacts, including telephone and e-mail requests, from external customers seeking technical assistance and respond appropriately or direct to the appropriate staff in other portions of the department. Accurate, timely technical assistance is critical to ensuring correct and proper use of funding.

**Duty 4****General Summary:****Percentage: 5**

Create data reports to be shared with internal and external partners.

**Individual tasks related to the duty:**

- Independently compile and analyze data from gambling disorder grant reporting for completing required reports and applications, reports required by state legislation, and other needs as they arise. The generation of ad hoc reports ensures that MDHHS is able to demonstrate program effectiveness to legislators and other stakeholders as needed.

- Determine the best means of capturing, analyzing, and preparing data to allow SUGE staff and other MDHHS staff to present information needed for budget development and program oversight.

**Duty 5****General Summary:****Percentage: 5**

Complete projects supporting departmental operational effectiveness and other duties as needed by department management and leadership.

**Individual tasks related to the duty:**

- Propose improvements, either independently or in partnership with colleagues, to section policies and procedures, for review and implementation by the section manager. BHFSS is always open to process improvement to ensure effectiveness of operations. Such improvements ensure MDHHS is using funding and staff in the most effective way possible.

- Participate in cross-functional teams as needed to implement improvements in broader departmental operations. Cross-functional teams ensure that problems impacting multiple portions of MDHHS are adequately addressed in a way that meets the needs of all involved parties. It also builds strong collaborative working relationships that lead to more effective program delivery.

- Complete other tasks assigned by the section manager. These can include a variety of things, often in the form of requests that come into the section from Health Services leadership or other portions of MDHHS.

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

This position is the recognized resource for the Problem Gambling Program Compliance activities and requires that the employee exercise independent judgment on a number of activities, including the following:

Review grant application budgets and work plans for appropriateness of work and compliance with all contracting and program requirements. Oversee grantee agencies, to include explaining and clarifying program rules, ensuring accuracy in grant application submittals, and reviewing the efficacy of work plans. Monitor department gambling disorder grant spending levels to ensure that expenditures do not exceed amounts available. Explain complex state laws, rules, regulations, and department policies and procedures to grantees to ensure accurate technical knowledge by service providers funded through grants.

Complete research as needed to ensure responses are accurate and escalate areas of concern to the section manager for further follow-up.

Review and approve an array of required financial and programmatic reporting on gambling use disorder grants, ensuring both timely submission of reports by grantees and appropriateness of data for purposes of developing department reports. Maintain and distribute to grantees a schedule of reporting deadlines. Compile and analyze data from gambling disorder grant reporting for completing required reports and applications, reports required by state legislation, and other needs as they arise.

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

- Specific action to address compliance violations.
- Decisions related to the substance abuse spending plan.
- Revisions of standard department or section contract provisions.
- Decisions that impact policies and operating procedures outside the section in which the compliance analyst works.

**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 sitting at a desk, reading/analyzing reports, working on a computer. There will be periodic travel to contractor sites throughout the state, as well as to conferences and training events; some of which will require overnight stays. Physical effort will be needed to manage work papers, training materials, and a laptop 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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | 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?**

This position performs as the recognized resource and lead for design, development, and improvement of the Problem Gambling Program contract compliance, regarding complex laws, rules, regulations, policies, and procedures, and on other technical assistance needs for gambling program grants managed by the section. The contract manager also provides customer service and technical support to grantees and to other departmental staff around the areas where they are a recognized resource, responds to requests from auditors as needed, and contributes to efforts to improve the effectiveness of department operations. This position will serve as a liaison between other areas within the Department of Health and Human Services (MDHHS), including the Substance Use, Gambling, and Epidemiology division (SUGE), the Bureau of Grants and Purchasing (BGP), and other portions of MDHHS.

Activities include maintaining and updating program guidance to ensure compliance with laws, rules, regulations, policies, and procedures; monitor program spending to ensure fiscal constraint; monitor grantee financial and work reporting to ensure compliance with laws, rules, regulations, programs, and procedures; work directly with grantees, in partnership with SUGE, to address needed corrections by grantees; and developing applicable language for grant agreements as well as appropriate reporting templates to ensure grantee compliance with applicable rules, laws, policies, procedures, and regulations.

**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 Behavioral Health Financial Supports (BHFS) Section is responsible for managing the various behavioral health spending plan budgets and expenditures, grant agreement and development, and implementation and monitoring of grantee reporting compliance for agreements between MDHHS and grantees (utilizing EGrAMS). This position is responsible for section-wide budget and expenditure management and for managing approximately 30% of the total contracts managed by the BHFS Section.

**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:**

Knowledge of contracting process and requirements; ability to plan, direct, and contract; ability to interpret policies and procedures; compliance management skills; and good communication skills.

Additionally, 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

6/10/2026

\_\_\_\_\_  
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