

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

Position Code 1. DEPTALTAR76N

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) Emergency Preparedness, EMS and Systems of Care
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division Emergency Preparedness and Response
5. Working Title (What the agency calls the position) Medical Surge Planner	11. Section Healthcare Preparedness
6. Name and Position Code Description of Direct Supervisor PITTS, AMBER L; DEPARTMENTAL MANAGER-3	12. Unit Project Planning and Support and Technical Services
7. Name and Position Code Description of Second Level Supervisor PITTS, AMBER L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 1001 TERMINAL RD; LANSING, MI 48906 / 80 hours/ pay period

14. General Summary of Function/Purpose of Position

The Medical Surge Planner coordinates projects developed under the Administration for Strategic Preparedness and Response (ASPR) Hospital Preparedness Program (HPP) Cooperative Agreement targeted to address healthcare medical surge. In addition, provides assistance to the HPP Section Manager in the evaluation, assessment, planning, development and implementation of the HPP cooperative agreement for hospital and prehospital statewide emergency preparedness initiatives. This position serves as the Division of Emergency Preparedness and Response (DEPR) point of contact for surge initiatives including but not limited to the Michigan Transportable Emergency Surge Assistance (MI-TESA) Medical Unit, issues associated with the allocation of scarce medical resources, and surge planning for medically fragile and special populations. Independent judgement is required in coordinating initiatives and working with inter-disciplinary internal and external partners. This position also serves as a member of the MDHHS Public Health Emergency Response Team, assisting in the Community Health Emergency Coordination Center (CHECC) during public health and medical emergency trainings, drills and activations.

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: 25

Coordinate and collaborate with private, public and other state agency partners related to implementation of medical surge initiatives within the healthcare sector. This includes, but is not limited to, continued development of the medical surge plan and other alternate care sites.

Individual tasks related to the duty:

- Research and evaluate documents and other applications specific to medical surge planning activities to support the Michigan program. This includes all current and future planning programs including in-hospital surge planning and any other surge initiatives planned collaboratively between the Regional Healthcare Coalitions (HCCs), DEPR and the Division of EMS and Systems of Care (DESoC).
- Provide consultation to and coordinate federal preparedness initiatives with other state agencies or private/public organizations.
- Prepare reports and conduct correspondence related to the work of this initiative.
- Analyze ongoing program operations and recommend modifications of policies and procedures to obtain greater efficiency and effectiveness.
- Administer and evaluate programs, recommend policies and procedures to achieve greater efficiency and effectiveness.
- Coordinate and serve as the lead for subcommittee meetings with active participants.
- Promote and work with education initiatives of internal and external partners.
- Develop, propose and revise policy materials, operation manuals and supporting instructions.
- Share responsibility for monitoring the deployment of resources throughout the state.
- Ensure proper maintenance for state cache of medical surge equipment.

Duty 2

General Summary:

Percentage: 20

Coordinate, collaborate and implement the Michigan Transportable Emergency Surge Assistance (MI TESA) Medical Unit.

Individual tasks related to the duty:

- Provide consultation to and coordinate the initiative with regional and local organizations.
- Evaluate documents and applications for possible inclusion in this initiative; determine compatibility with the objectives of the program.
- Prepare reports and conduct confirmation of activities required by the cooperative agreement with the Regional HCCs.
- Analyze ongoing program operations and recommend modifications of policies and procedures to obtain greater efficiency and effectiveness.
- Evaluate effectiveness of existing and impending compliance with federal cooperative agreements requirements.
- Promote and work with education initiatives of internal and external partners.
- Develop, propose and revise policy materials, operation manuals and supporting instructions.
- Share responsibility for monitoring the deployment of resources throughout the state.

Duty 3

General Summary:

Percentage: 20

Assist in the implementation and maintenance of programs focused on strategies geared to address the allocation of scarce medical resources. Serve as liaison between DEPR, Regional HCCs, and external partners including any contracting agency.

Individual tasks related to the duty:

- Assist in the development of guidelines for partners, including study and analysis of program data, formulation of policy and preparing supporting materials when appropriate.
- Maintain close communication and collaboration with contracting agency and Regional HCC staff on issues associated with this project.
- Prepare reports and conduct correspondence related to the work of this initiative.
- Remain apprised of supporting materials and research to implement.
- Process agreements and any necessary modifications between the State of Michigan and the contracting agency in coordination with other division/bureau staff as necessary.
- Attend regularly scheduled meetings and provide support as needed.
- Analyze ongoing program operations.

Duty 4**General Summary:****Percentage: 20**

Serve as liaison to coordinate and assist in the implementation of medically fragile special needs patients that include a focus on pediatrics into existing emergency preparedness activities.

Individual tasks related to the duty:

- Assist in the development of program plans for partners, including study and analysis of program data, formulation of policy and preparing supporting materials when appropriate.
- Identify additional healthcare partners and work to support outreach efforts specific to medical needs and pediatric emergency preparedness.
- Maintain close communication and collaboration with hospitals and Regional HCC staff in participation in emergency preparedness activities as presented in the federal cooperative agreements the State of Michigan.
- Assist in the design of and conduct surveys to determine needs and assist in planning, implementing and evaluating programs and services; consolidates data and prepares reports.
- Analyze ongoing program operations and recommend modifications of policies and procedures to obtain greater efficiency and effectiveness.
- Collaborate with DESoC and other stakeholders on prehospital pediatric readiness initiatives.

Duty 5**General Summary:****Percentage: 10**

Provide consultation to Regional HCC staff or other external partners as assigned related to special projects developed and implemented under the ASPR Cooperative Agreement.

Individual tasks related to the duty:

- Maintain records and prepare reports and correspondence related to this work.
- Analyze on-going programs and recommend modifications of policies and procedures to achieve goals.
- Evaluate documents and applications for possible inclusion in programs.
- Conduct research, analyzes and prepares reports.

Duty 6**General Summary:****Percentage: 5**

Serve as a member of the MDHHS Public Health Emergency Response Team during public health emergency trainings, drills and activations.

Individual tasks related to the duty:

- Be available outside normal business hours to support response to incidents impacting public health statewide.
- Serve as a member of the CHECC for response needs. Needs of this position may change depending on the nature of an incident.
- Complete training necessary to support CHECC operations.
- Perform tasks as assigned.

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

Independent judgment is required in meeting the functions of this position. For example, determining surge resources based on a gap analysis of healthcare capabilities. This information would be utilized by both internal and external partners and could impact the allocation of federal preparedness funding.

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

Those initiatives that are developed on a statewide level and impact partners on all levels. Spending of any funds.

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.

Ability to work in the Community Health Emergency Coordination Center (CHECC) for extended periods of time, 12 hours or more, in the event of an emergency, training, exercise or drill. Requires availability for emergency response outside of normal business hours. May require physical exertion. Ability to perform normal office functions. Support for equipment maintenance including heart monitors and ventilators.

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"/> | Provide formal written counseling. | <input type="checkbox"/> | Approve work. |

N		N	
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?

The Medical Surge Planner coordinates special projects developed under the ASPR Cooperative Agreement. In addition, provides assistance to the HPP Section Manager in the evaluation, assessment, planning, development and implementation of the ASPR cooperative agreement for hospital and prehospital statewide emergency preparedness initiatives. This program is dedicated to addressing the complex issues of medical surge and emergency preparedness. Position also serves as the liaison with internal and external partners as identified by the assigned program responsibilities.

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

No major changes to the position have been made. Minor updates to language in general summary as well as boxes 18, 23 & 25. Task(s) added to duties 1, 4 & 6. Required DEI language added to KSAs.

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

The Division has primary responsibility for preparedness for and response to bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies. The HPP Section has sole responsibility for the management of the ASPR HPP cooperative agreement and all programming activities required thereof. This includes collaboration, with the complementing activities defined by the States participation in the Center for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) Cooperative Agreement. This would include collaboration with other federal cooperative agreements that address medical management issues such as the EMS for Children and EMS Trauma agreements housed in the DESoC. Together these cooperative agreements coordinate public health emergency response plans, statewide exercise of plans, integration of response activities with local, regional, state, federal and international partners, including assured capacity for surge, medical services delivery, pharmaceutical caches and integration of epidemiologic and laboratory services with all other activities. The Medical Surge Planner coordinates many projects developed under the ASPR cooperative agreement.

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:

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

- Excellent oral and written communications
- Ability to work well in team situation
- Self-motivated
- Ability to complete work in a timely manner
- Ability to multi task with minimal supervision
- Able to work efficiently in high stress situations, such as that which may occur during a known or suspect public health emergency
- Proficiency in Microsoft Office applications

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.

LIBERTY IRWIN

9/4/2024

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