State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. DEPTALTE

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)** Policy and Planning Bureau
4. Civil Service Position Code Description Departmental Analyst-E	**10. Division**
5. Working Title (What the agency calls the position) CON PROJECT COORDINATOR	**11. Section** CON Evaluation Section
6. Name and Position Code Description of Direct Supervisor BHATTACHARYA, TULIKA; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor SASY, NINAH M; STATE BUREAU ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 333 S. Grand Ave., Lansing, MI / 8 - 5, M-F

14. General Summary of Function/Purpose of Position

This position serves as the Project Coordinator for the CON Evaluation Section and functions as the Department's reviewing authority for all Certificate of Need Letters of Intent (LOIs), applications, and amendments submitted statewide. The position analyzes each submission to determine the nature and scope of the proposed project; whether the proposal constitutes a regulated activity under Part 222 of the Public Health Code; which of the 16 CON Review Standards govern the proposal; the applicable review type and the resulting statutory review timeline; and whether the submission is acceptable and complete based on evaluation of the submitted documentation against the governing statute, Administrative Rules, and applicable review standards. These determinations establish the legal framework and statutory deadlines under which each application proceeds.

The position interprets and applies statute, rule, and review standards to varied and often novel fact patterns including projects with multiple service components, ambiguous scope, or no directly controlling precedent. The position resolves questions of applicability, consulting the Section Manager only on matters of first impression or precedential significance. The position further designs, produces, and analyzes management and activity reports from CON information systems (FMS and CON E-Serve) to evaluate application volume, review cycle timeliness, and statutory compliance risk, and communicates findings to section leadership. The position serves as a resource to internal staff, applicants, health systems, and their legal and consulting representatives on the interpretation and application of CON requirements.

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: 65**

Analyzes all LOIs, applications, and amendments received statewide and renders the threshold regulatory determinations that govern how each proposal is reviewed.

Individual tasks related to the duty:

- Analyzes LOIs, applications, and amendments to determine whether the proposed action falls within CON jurisdiction, applying statutory definitions of covered clinical service, capital expenditure thresholds, bed changes, acquisitions, relocations, and replacements to the project as actually proposed rather than as characterized by the applicant.
- Analyzes new LOIs to determine review types, CON services, legal applicants' corporate ownership structure by researching and analyzing historical CON decision documents, appropriate facilities site for the proposed project by researching and analyzing historical CON decision documents, required documents, required departmental forms, etc. which then becomes CON applications for review by the CON program and finance review specialists and approval by the MDHHS director.
- Determines the true type and scope of the proposed project, including identifying submissions that contain multiple discrete regulated actions requiring separate treatment, and distinguishing between project types with materially different regulatory consequences (e.g., replacement versus expansion).
- Determines the applicable review type is standard, comparative, or non-substantive, including assessment of planning area, cycle timing, and competing applications to establish whether the application is subject to comparative review and batching.
- Establishes the statutory review timeline for each submission, including determination of the review start date, applicable statutory deadlines, and the effect of amendments or supplemental submissions on those deadlines.
- Evaluates submitted documentation for acceptability and completeness against the substantive requirements of the applicable review standards, assessing whether the content submitted supports the assertions made (including site control, need methodology inputs, capital expenditure calculation, and fee adequacy) rather than confirming the presence of required items, based on which final CON decisions by the MDHHS Director are issued, ensuring that the regulatory determinations, applicable standards, and statutory findings presented are accurate and complete..
- Assigns review priority to each accepted application based on the review type determined, the governing statutory deadline, and the position of the application within the applicable review cycle. Also, reviews Expedite Request forms submitted by applicants and determines eligibility for expedited processing, based on Part 222 and Administrative Rules, and recommends appropriate actions to Section leadership.
- Monitors all active reviews against statutory deadlines; identifies applications at risk of missing a statutory decision date and determines the corrective action required.
- Interprets reporting results for the Section Manager and Department leadership, including written and verbal summaries of findings and recommended action.
- Provides data and analysis in response to legislative inquiries, FOIA requests, and requests from other Department units and external stakeholders.
- Provides guidance and interpretive direction on CON statute, Administrative Rules, and review standards to internal program staff as well as to hospital officials and external policy specialists, addressing application requirements, submission procedures, and the regulatory treatment of proposed projects.

Duty 2

General Summary: **Percentage:** **20**

Produces regular and ad hoc reports of CON Program activities using the CON computer systems (FMS and CON E-Serve).

Individual tasks related to the duty:

- Produces monthly CON activity reports (LOIs received, applications received, amendments received, and decisions issued by the Director). Monthly reports are posted on the CON Web Site in compliance with Part 222 of the Public Health Code; used during weekly staff meetings to assure timely issuance of decisions on pending applications in compliance with the Administrative Rules; and submitted to the CON Commission in an annual report as required by Part 222.
- Prepares ad hoc query reports from databases as requested from Section Manager. This includes monthly Performance Measures selected by Bureau Director to monitor and determine Section's compliance with Rules and the Code. Measures include timely processing of LOIs, applications, amendments, additional information, and proposed and final decisions. Also, prepares reports on licensed beds in all licensed health facilities Statewide (hospital, psych hospital, nursing home) and verifies data, which is used in Online CON Annual Survey to determine licensed bed occupancy Statewide.
- Conducts research and verification of licensing issues from the CareNet system as part of processing LOIs and applications prior to program review by specialist. Must be skilled in Windows-based applications (Word, Excel PowerPoint), database query and reporting tools (Discoverer) and use of computers and Internet, in general.
- Generates special CON E-Serve reports and coordinates with CON compliance investigator on historical CON applications and approvals by facilities to determine compliance with Part 222 of the Public Health Code.
- Assists in preparation of bi-annual MRI Utilization Reports.

Duty 3

General Summary: **Percentage:** **15**

Develops and maintains written Section policies and procedures regarding assigned duties and other CON functions related to workflow for program and LOIs, application, amendments and waiver processing.

Individual tasks related to the duty:

- At the discretion of the Section Manager, establishes and maintains Section policies and procedures, as well as web advisories, for processing LOIs, applications, amendments, and waiver requests, as well as other CON functions as required. Policies and procedures are used by Bureau Director, Division Director, Section Manager, program review specialist and finance specialist when providing guidance to applicants and external users.
- Develops and maintains procedures to achieve program goals and objectives as determined by Bureau Director in performance measures.
- Develops and maintains procedures to determine eligibility and assignment of required forms by project type and scope submitted by applicants. Also, develops new departmental forms by analyzing CON Commission's actions to revise CON Review Standards requirements and its impact on proposed applications for a covered service, at the direction of the Section Manager.

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

Each CON LOI, application and amendment is unique and this position determines whether the applicant has submitted adequate, complete information addressing the CON policy and procedures, Standards, laws, and Administrative Rules. The position must make determinations regarding the CON project type(s) and must be knowledgeable to make recommendations to applicants of appropriate changes to deem the proposed project complete prior to review. These projects usually involve multi-million-dollar initiatives statewide. Position has authority to determine type and scope of review under the guidance of Section manager for all LOIs, applications and amendments received statewide.

Decisions determine application fees and possible refund of fees if not processed in accordance with Administrative Rules (fees in FY 2025 was $2.2 million and CON is 100% funded program by fees only).

Decisions determine the three basic elements of the CON - the right applicant entity for the project, the facility where the project will be implemented and the services involved as required by the Public Health Code (Part 222). These decisions will also have an impact on other divisions within the Bureau of Health Systems, MDLARA, as the licenses for health facilities (hospitals, nursing homes, FSOF) and Radiation Safety Certificates for specialized equipment are issued based on the CONs issued by the MDHHS Director.

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

In situations where the Statute, Administrative Rules, and/or CON policies and procedures are silent, no guidelines or instructions are available, or significant ambiguities exist.

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.

Work is performed in a typical office setting requiring some sitting, standing, bending, and the extensive use of a personnel 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 serves as the Project Coordinator for the CON Evaluation Section and functions as the Department's reviewing authority for all Letters of Intent (LOIs), applications, and amendments submitted statewide, analyzing each submission to determine whether the proposed action is subject to CON review, the type and scope of the proposed project, which of the 16 CON Review Standards govern, the type of review to be performed, and the resulting statutory review timeline. The position evaluates applications for acceptability and completeness against the substantive requirements of Part 222 of the Public Health Code, the CON Administrative Rules, and the applicable review standards; issues deficiency determinations; assigns review priority based on review type and statutory deadline; directs accepted applications to the CON program review specialist whose expertise corresponds to the applicable standards and project type; and prepares the analytical reports on which final CON decisions issued by the MDHHS Director are based. The position further designs, produces, and interprets management and activity reports, tables, and system outputs from the CON computer systems (FMS and CON E-Serve) to identify workload trends and compliance risk, analyzes section performance measures for reporting to the Section Manager, Bureau Director, and CON Commission, and provides interpretive guidance on CON statute and rules to internal staff, applicants, health systems, and their legal and consulting representatives.

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

N/A

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

Work area is within the Certificate of Need Section. This is the position in the unit that coordinates all 300 to 400 applications received statewide by the section as well as maintains data in the online application system, generates needed reports, and other assignments as described above.

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 9
No specific type or amount is required.

Departmental Analyst 10
One year of professional experience.

Departmental Analyst P11
Two years of professional experience, including one year of experience equivalent to the intermediate (10) 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.

Preferred experience: One year of professional experience in a regulatory setting in health care regulation such as Certificate of Need with maintaining and processing applications; experience with non-complex databases for maintaining applications and documents; professional experience in customer service; professional experience in effective communication both oral and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES:

As required by Civil Service

Good understanding of principles and practices for research and analysis. Ability to analyze, synthesize, and evaluate a variety of data for use in program development/analysis; to organize, evaluate, and present information effectively; to interpret laws, rules, and regulations; to utilize computer software/systems; and maintain good customer relations. Computer skills to generate reports using database reporting tools, operate general office software, Internet and data entry. Familiarity with Michigan Compiled Laws, Michigan Administrative Code, and various CON Review Standards. Ability to handle heavy workload, prioritize assignments, communicate effectively- both orally and in writing, and make recommendations to the section manager.

Ability to provide a high level of customer service. Ability to analyze, synthesize, and evaluate a variety of data for use in program analysis; to organize, evaluate, and present information effectively; to interpret laws, rules, and regulations; to utilize computer software/systems; and maintain good customer relations.

Computer skills to generate reports using database reporting tools, operate general office software (Word, Excel), Internet, data entry, and web-design and web-posting.

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.

SHANIKA DENNIS	10/1/2026
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**