

**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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Finance and Operations
5. Working Title (What the agency calls the position) School Nutrition Program Analyst	11. Section Office of Nutrition Services (ONS)
6. Name and Position Code Description of Direct Supervisor GROOTHUIS, MICHELLE L; DEPARTMENTAL MANAGER-3	12. Unit School Nutrition Programs (SNP)
7. Name and Position Code Description of Second Level Supervisor MATTERN, EMILY L; EDUCATION CONSLTNT MGR-5	13. Work Location (City and Address)/Hours of Work Hannah Building, 608 W. Allegan, Lansing, MI 48909 / 7:30 am - 4:30 p.m. Monday - Friday

14. General Summary of Function/Purpose of Position

This position serves as the departmental analyst of the Office of Nutrition Services (ONS), School Nutrition Programs (SNP) Unit. The School Nutrition Program Analyst will evaluate and review the program performance of sponsors in agencies participating in the federal National School Lunch Program, Summer Food Service Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program, Fresh Fruit and Vegetable Program, and Summer Camp Special Milk. Responsibilities include collecting, analyzing, and evaluating program data; preparing reports; processing applications; and developing trainings and workshops.

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: 55

Provide guidance, instruction, and evaluation of School Nutrition Programs (SNP) and Summer Food Service Programs (SFSP), through Administrative Reviews, for compliance with United States Department of Agriculture (USDA) regulations for sponsors/agencies to ensure program improvement and continuing compliance.

Individual tasks related to the duty:

- Participate in Administrative Reviews (AR) and Summer Food Service Program (SFSP) Reviews of sponsors participating in any of the School Nutrition Programs or Summer Food Service Program with other Analyst staff to obtain a better understanding of the programs and how to conduct reviews. Schedule and conduct reviews as assigned.
- Accurately complete and submit the federally mandated forms for each review conducted.
- Prepare concise narrative reports and associated correspondence related to the review process.
- Provide each program with a comprehensive written report of program deficiencies, develop corrective action plans with specific deadlines for compliance, and provide guidance, instruction and training required to ensure future compliance.
- Coordinate reviews and submit reports to meet federal guideline requirements and timeframes.
- Collaborate with other program staff to ensure all reviews are completed to meet regulatory timeframes.
- Evaluate sponsors' adherence to federal regulations and state policies for SNP and SFSP per regulated review schedule.
- Assess corrective action plans for program noncompliance.
- Analyze the plan of action, the corrective action, and the meeting of required deadlines set in the initial report.
- Follow up as needed (by telephone, in writing, or in person) until appropriate corrective action is completed and documented.
- Approve corrective actions and notify sponsor.
- Calculate accurate fiscal action for all assigned reviews, as applicable.
- Present the dollar value of the fiscal action to supervisory staff for clearance and sign off.
- Participate in team reviews with USDA staff.
- Evaluate program performance, complete review reports, and inform programs where any deficiencies exist.
- Conduct new program visits and pre-approval visits for sponsors when federally mandated.
- Evaluate program materials, paperwork documentation, and meal pattern compliance.
- Conduct on-site training as needed.
- Develop and provide each new program with a written report of all areas analyzed during the visit.
- Evaluate and/or recommend revision of materials presented by sponsors for review and/or approval.
- Conduct follow-up reviews for the program sponsors failing to meet program standards.
- Investigate complaints, utilize program knowledge to resolve problems/issues, and complete reports as necessary.
- Serve as a back-up for other program staff and participate on large team reviews with other Analyst staff as needed in their assigned geographic areas.

Duty 2

General Summary:

Percentage: 30

Approve Coordinated Applications for SNP and SFSP through the Next Generation Grant, Application and Cash Management System (NexSys) and serve as the SNP analyst liaison for the Grant Electronic Management System/Michigan Administrative Review System (GEMS/MARS).

Individual tasks related to the duty:

- Review and assess annual Coordinated Application materials for SNP.
- Develop new materials and documents to meet identified needs.
- Make recommendations for NexSys improvements and/or changes needed each year.
- Participate in NexSys status meetings, as directed.
- Coordinate and perform testing of the electronic web-based systems per requirements for accuracy prior to system release dates.
- Research and evaluate application/agreement documents for compliance with federal regulation, state policies and procedures to ensure complete and accurate information.
- Approve application/agreements and follow up with sponsors to ensure all application/agreements are complete, accurate and approved by the designated date.
- Use computer knowledge in Microsoft Office, Adobe Acrobat, Internet Explorer, and HTML to prepare and upload application/agreement materials on web-based NexSys.
- Prepare progress reports of completed application/agreement reviews for all counties.
- Maintain program data necessary to meet program reporting, evaluation requirements, and goals to ensure the annual process is completed.
- Evaluate materials presented by sponsors and associated with NexSys for review and approval.
- Develop correspondence, including emails and letters, to sponsors that do not meet designated timeframes for application submittal.
- Follow up with sponsors as needed until application process is completed.
- Attend and participate in regularly scheduled GEMS/MARS meetings.
- Analyze and evaluate program policies and procedures and make recommendations for changes.
- Analyze and evaluate documents in GEMS/MARS.
- Make recommendations for GEMS/MARS improvements or changes needed each year.

Duty 3

General Summary:

Percentage: 10

Review and develop program training, guidance, and instructional materials for program sponsors

Individual tasks related to the duty:

- Review, revise, and facilitate new and existing materials for training presentations.
- Present information and conduct training sessions at workshops and conferences as required.
- Respond to telephone inquiries and written correspondence requesting clarification of state policies, procedures, and federal regulations.
- Use program knowledge to provide information about the operation of the programs in Michigan to potential sponsors/sites and the public.
- Review and create correspondence, newsletter articles, email or website updates identified for need regarding program regulations/requirements, policies, or procedures, and/or administrative guidance.
- Evaluate forms and materials as necessary to meet changing regulations or state laws.
- Maintain materials and information on the website and in program applications or databases, ensuring they are up-to-date and accurate.
- Provide on-site training assistance for sponsors.
- Research, interpret, and provide instruction on new federal regulations and state laws to determine the appropriate implementation and how they will impact SNP.
- Develop guidance and/or instructional materials to assist program sponsors to comply with program requirements. This may include a variety of resources, which includes items such as PowerPoint Presentations, Webcasts, Frequently Asked Questions, User Manuals, Help documents, Administrative Guidance, etc.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Attend and participate in regularly scheduled staff meetings
- 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.

This position requires independent decision-making, as well as decisions that require management support on a regular basis. As part of the data analysis process in the Administrative Review, decisions are required regarding program adherence to state and federal regulations. The position requires decision-making on how training, guidance, instruction, and corrective action are provided during on-site reviews. Sponsors, sites, parents, students, Michigan Department of Education, and United States Department of Agriculture staff are affected by these independent decisions.

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

Unique situations that are not covered by set internal policies or regulations.

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.

Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor.

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. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 departmental analyst of the Office of Nutrition Services (ONS), School Nutrition Programs (SNP) Unit. The School Nutrition Program Analyst will evaluate and review the program performance of sponsors in agencies participating in the federal National School Lunch Program, Summer Food Service Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program, Fresh Fruit and Vegetable Program, and Summer Camp Special Milk. Responsibilities include collecting, analyzing, and evaluating program data; preparing reports; processing applications; and developing trainings and workshops.

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

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

The Office of Nutrition Services administers USDA Child Nutrition Programs. Each program has required applications, monitoring and reporting, as well as training, guidance, and instruction, and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of the Child Nutrition Programs.
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Ability to analyze and compile data.
- Ability to establish program procedures, policies, or guidelines.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to learn and utilize computer processes including the following software: Word, Excel, Access, Outlook.
- Ability to apply laws, rules, regulations, policies, and procedures to specific situations to correct problems.
- Ability to organize, evaluate, and present information effectively, both orally and in writing.
- Ability to maintain favorable public relations.
- Ability to design forms.
- Ability to perform mathematical calculations.
- Ability to set priorities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must maintain valid driver's license.

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.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

1/31/2024

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

