

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

Position Code 1. DEPTALTEH29Y

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) Environmental Health
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Environmental Community Services
5. Working Title (What the agency calls the position) Data Quality Analyst	11. Section Lead Certification and Compliance Assurance
6. Name and Position Code Description of Direct Supervisor DNYATE, RAJITA S; DEPARTMENTAL MANAGER-3	12. Unit Quality Assurance
7. Name and Position Code Description of Second Level Supervisor SHUTTS, JENNIFER A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 333 S. Grand Ave., Lansing, MI 48933 / Monday-Friday, 8am - 5pm

14. General Summary of Function/Purpose of Position

This position is responsible for performing quality assurance for lead hazard control activities within the Michigan Department of Health and Human Services, as well as with external agencies overseeing this work. This position shall perform quality audits including applicable systems data and develop audit outcome reports and reporting metrics. The position shall also provide input to advise internal and external programs on recommendations for improving quality of work. The position assists MDHHS in assuring the quality of lead identification and abatement work through the Environmental Community Services (ECS) Division. This position works closely with internal staff to identify best practices and areas in need of improvement concerning lead identification and abatement. This position shall be responsible for tasks related to data quality as required for the systems and quality assurance work and shall assist the Manager in development of metrics and reports.

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

Implement quality assurance plan and conduct audits of lead-based paint investigation and abatement, internally with MDHHS ECS programs, as well as of external investigation and abatement programs statewide. Ensure compliance with all state and federal laws, rules, regulations, guidelines, and other documents associated with the Unit's functions. Build working relationships with internal and external partners, as necessary to better implement a quality assurance mechanism.

Individual tasks related to the duty:

- Direct and participate in development, interpretation, evaluation and recommendations of the Unit's Policies and Procedures.
- Interpret state and federal laws in regard to adherence of the quality assurance plan, policies and procedures that guide the operations of the Unit, as well as the Section and Division.
- Participate in the quality audits of MDHHS ECS services, as well as community partners and other local lead programs. Perform routine, prescribed audits of lead related data and activities performed by ECS staff, to ensure compliance with all stated objectives and in accordance with all laws, policies and procedures to achieve stated outputs, in the highest quality manner. This work will require a time commitment for data collection, analysis as well as report writing and recommendations.
- Assist the Quality Assurance Manager in developing a quality assurance report template for reporting data, findings, and recommendations. This report template should provide clear and concise communication of findings and recommendations to a diverse set of audiences.
- Assist the Quality Assurance Unit Manager in developing and presenting quality assurance audit findings in a clear and concise metrics report in a prescribed frequency to Section and Division leadership, as well as to Section, partner agency and local lead program staff. Recommend corrective action within this report.
- Provide consultation to and coordinate with state and local agencies, boards and commissions, private or public organizations and communities on audit findings.
- Assist the Quality Assurance Unit Manager and Epidemiologist in analyzing QAU data to identify trends in both improvements and declines in performance statewide.
- Obtain necessary Lead Inspector, Risk Assessor and Lead Worker/Supervisor certifications.

Duty 2

General Summary:

Percentage: 30

Assist the Quality Assurance Unit Manager with the development of a robust Quality Assurance and Evaluation plan, with the purpose of ensuring that all lead-based paint investigations and abatement work statewide is of highest quality, while setting a gold standard nationally.

Individual tasks related to the duty:

- Assist the Quality Assurance Unit Manager in developing and routinely updating the Unit's Quality Assurance and Evaluation Plan that will guide the success of the Unit and ultimately build the quality control mechanism for the Lead Services Section (LSS) and Lead Certification and Compliance Assurance Section (LCCA) and it's partners. The Plan will provide sufficient detail to build policies and procedures for the successful implementation of the Unit's goals and objectives, as well as quality control and evaluation mechanisms. The plan will have measurable outputs and outcomes.
- Designs and implements methods, including data sets, for program review, evaluation, and cost analysis.
- Collect, consolidate, maintain, and analyze data and develop reports to track program outputs and success relating to federal/state funding requirements, internal policies and procedures, and goals of the Unit.
- Provide the necessary data to be entered into the computer databases to record and analyze data on outputs and outcomes.
- Conduct annual Performance Reviews with individual staff and set annual Performance Review plans for the following year.
- Participant in available training opportunities, both as a participant and as a speaker/educator.

Duty 3

General Summary:

Percentage: 10

Assist the Quality Assurance Unit Manager in providing expert guidance in the the science of elevated blood lead investigations, lead abatement work and lead and copper water sampling protocols, result analysis and interpretation. Work with the Quality Assurance Unit Manager and Epidemiologist to develop a mechanism for surveilling health outcomes based on the services provided and reporting these outcomes.

Individual tasks related to the duty:

- Assist the Quality Assurance Unit Manager with data collection, to analyze data produced from QAU to identify trends in improvements and failures within industry. Assist the Quality Assurance Unit Manager and Section Manager in providing these results to stakeholders and other partner organizations for best practice improvements.
- At the direction of the Quality Assurance Unit Manager and Section Manager, implement QI projects from start to finish, including designing methods, tools, and materials
- Serve as a quality improvement resource to MDHHS and external clients as needed. May include delivering training content (as needed) in-person and through virtual platforms; and providing regular on-site and/or virtual technical assistance.
- Collaborate with LSS and LCCA to provide data for necessary regulatory cases and violations.

Duty 4

General Summary:

Percentage: 5

Perform other essential duties as assigned by the Unit Manager, State Administrative Manager and State Division Administrator.

Individual tasks related to the duty:

- Serve as staff member on boards and commissions as needed.
- Assist Quality Assurance Unit Manager in providing consultation to section staff or external partners on various issues relating to quality assurance services, audits, findings, scientific data and other information.
- Pursue and maintain professional credentials in QI, and pursue additional professional development as appropriate.
- Provide presentations at various training events, as needed.
- Be available to assist in the event of a public environmental health emergency, as needed.
- Attend staff meetings, conferences and events at the direction of the Quality Assurance Unit Manager.
- 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.

Independent judgment is required to carry out assignments that have a significant impact on services offered through the Lead Certification and Compliance Assurance Section. Decisions are made independently on a daily basis to ensure program requirements are being met. Often, these decisions must be made immediately and are made by the individual in this position. Those affected by these decisions include other program staff, contractors, clientele and partner agencies.

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

Supervisor review is required when a decision is necessary on federal, state or program policy and there is no reference, guidance, past practices or policy to follow.

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.

Requires the ability to remain in a stationary position working at a computer for extended periods of time.

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?

This position is responsible for performing quality assurance and quality control for lead hazard control activities within the Michigan Department of Health and Human Services, as well as with external agencies overseeing this work. This position shall perform data and quality audits and develop audit outcome reports and reporting metrics. The position shall also provide input to advise internal and external programs on recommendations for improving quality of work. The position assists MDHHS in assuring the quality of lead identification and abatement work through the LSS and LCCA, as well as services offered through local lead programs. This position shall be responsible for entry of data into a prescribed system and shall assist the Unit Manager in development of metric reports.

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

Updates to reflect new bureau and area name changes. Updates to refine wording and reflect current work practices.

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

The Division of Environmental Health, Lead Certification and Compliance Assurance Section is dedicated to improving the health and wellbeing of Michigan citizens by promoting safe and healthy home environments through comprehensive home-based intervention programs, lead certifications and regulations, public education and outreach, and statewide partnership.

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:

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

- Ability to analyze, synthesize, and evaluate a variety of data for use in development of application processing and approvals.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to prepare requests for proposals and program agreements.
- Ability to design forms.
- Ability to learn and utilize computer processes.
- Ability to maintain favorable public relations.
- Ability to develop conclusions based on collected data and facts
- Housing and/or residential construction knowledge required.
- Knowledge of the principles and practices of research and analysis.
- Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Knowledge of the social, economic, political and business conditions of the state.
- Knowledge of the initiation, development, accomplishment and evaluation of public programs or services.

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:

State of Michigan Lead Inspector, Risk Assessor or Lead Supervisor certification preferred.

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.

LIBERTY IRWIN

3/26/2025

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