

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)
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Financial and Administrative Services Division
5. Working Title (What the agency calls the position) Contract Analyst	11. Section Medicaid and Aging Supports Section
6. Name and Position Code Description of Direct Supervisor LAUTNER, CHRISTOPHER J; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor KLINE, CRYSTAL; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 400 S. Pine, 7th Floor, Lansing MI / M-F 8-5

14. General Summary of Function/Purpose of Position

This position serves as an analyst for the contractual operations of the Health Services Administration (HSA). Responsibilities include, but are not limited to: development of the financial aspects of the annual HSA Master agreements and standard contracts; development and implementation of department budget allocation for the contracts; developing data bases to track special costs; coordinating financial operations with MDHHS Budget, Contracts, Grant, and Accounting offices; and serving as an analyst for the financial/contractual operations of the Health Services Administration.

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: 45

Function as a contract liaison for HSA.

Individual tasks related to the duty:

- Review CMS protocols, State of Michigan programmatic/budgetary/accounting requirements, and departmental contractual requirements/boilerplate for incorporation into contract agreements.
- Develop the appropriate contract language and or contract amendment language to incorporate the items dictated as a result of the review of all required inputs.
- Develop and maintain databases/worksheet compliations to obtain, track, and monitor expenditures to prepare required and necessary agreement amendments throughout the contract year.
- Serve as a liaison for HSA contracts and DTMB agreements.
- Review for approval and file all contractually required financial reports.
- Investigate and set up a process and follow-up for all contractual financial issues and or complaints filed by participants, the contractors, sub-contractor, or advocacy groups. Ensure that an appropriate and speedy resolution is reached for the aforementioned.
- Develop, reconcile, and monitor contracts, amendments, and allocations for responsible agreements.
- Approve sub-contractor's invoices and process for payment.
- Prepare periodic projections and analysis of subcontracts for managers and make modifications to the subcontractor budgets as necessary.
- Execute agreements in SIGMA financials as necessary and follow proper protocols with leadership in ensuring adequate approvals are received.

Duty 2

General Summary:

Percentage: 45

Act as a liaison between Budget, Contracts, Accounting, and Grant offices within DHHS Operations Administration

Individual tasks related to the duty:

- Liaison for the various Medicaid grants and Advanced Planning Documents for HSA and Grant Accounting.
- Single point of contact for budget and contract staff regarding coding, and funding of various activities and contracts.
- Assist management or other staff with issues in SIGMA
- Assist in assigning coding to various expenditures.
- Work closely with budget to ensure expenditures are being recorded appropriately in SIGMA.
- Associate for accounting staff regarding payments related to HSA invoices or contracts.
- Monitor and reconcile a wide variety of financial and program utilization data and solve accounting related problems
- Prepare and maintain detailed, comprehensive financial reporting to assist administration and managers.
- Review budgets and prepare related budget documents in collaboration with Budget staff.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Respond to budget-related inquiries from within DHHS, other departments, legislative staff, and outside entities.
- Assist the budget specialist in analyzing and monitoring spending and projections to ensure appropriations are within allocated budgets and alert management (and make recommendations as necessary) to adjustments as needed.
- Assist budget specialist in preparing payroll projections as requested by the Deputy Director and analyze the priority of vacancies based on projections.
- Assist in compiling and preparing the annual BPHSA Director's Budget Presentation to the Michigan Legislature and other entities.
- Train staff in SIGMA.
- Set up and attend meetings and trainings as needed.
- Provide assistance to co-workers in interpreting policies, rules, and regulations.

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

Independent decisions are made regarding prioritization of workload, coordination of activities with staff assigned to a project, and whether a situation falls within the normal interpretation of policy and procedure or represents a special circumstance needing direction from a high level.

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

Decisions that will result in major organizational change. Decisions as they relate to security and protection of beneficiary and provider information as it relates to HIPAA concerns. Decisions that may result in negative consequences for the Department. Decisions involving issues that have overall program consequences, philosophic implications, or budgetary consequences.

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.

Minimal physical effort is required to perform the job. General office setting

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?

All duties are essential

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?

The work area is in the Health Services Administrations executive office. This position will provide oversight of various administrative services, with its primary focus on contract management and monitoring. The position is integral to the Department's operations because of the financial oversight and analyses it can provide. Incorrectly addressing these issues or disregarding them could result in the loss of State and Federal funds.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of governmental organization and structure.

Ability to prepare program agreements.

Ability to effectively communicate both in writing and verbally.

Ability to plan, coordinate, and expedite work projects.

Ability to learn and utilize computer processes.

Ability to maintain records and prepare reports and correspondence related to the duties/work.

Knowledge of spreadsheet applications

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.

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