

**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) Heath and Wellness
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Chronic Disease and Injury Control
5. Working Title (What the agency calls the position) Departmental Analyst - Physical Activity and Nutrition Program Analyst	11. Section Cardiovascular Health Physical Activity and Nutrition
6. Name and Position Code Description of Direct Supervisor MESSERSCHMIDT, CAROLINE; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Physical Activity and Nutrition
7. Name and Position Code Description of Second Level Supervisor QUARTERMUS, KRYSTAL J; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work / 8-5

14. General Summary of Function/Purpose of Position

This position serves as the entry-level analyst responsible for the physical activity and nutrition program specific to the Healthy Community Zones (HCZ). Responsibilities include contract management in EGrAMs coordinating with HCZ partners, conducting site visits, updating and maintaining the program website, developing and planning training sessions, coordinating technical assistance requests, and facilitating and planning program related meetings. This position also aids with special projects specific to the HCZs as needed.

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: 50

Provide contract management using EGrAMs.

Individual tasks related to the duty:

- Responsibility for the oversight of 20 contracts under Healthy Community Zones.
- Review workplans for accuracy and to determine modifications needed to align with program objectives (including budget and timelines).
- Ensure workplans incorporate evidence-based and/or practice tested strategies.
- Identify and pull financial status reports and review the reports for accuracy determining if appropriate spending aligns with approved budget.
- Communicate with partners to correct errors in reports.
- Communicate program deadlines to internal and external teams.

Duty 2

General Summary:

Percentage: 25

Conduct site visits with contracted HCZ partners.

Individual tasks related to the duty:

- Conduct site visits with HCZ partners to monitor the program, the overall plan for the HCZ, and build rapport at each site/with the partners.
- Liaison between MDHHS and the funded agencies.
- Identify overall needs and support necessary for success of each HCZ.
- Implement and monitor supportive assistance for HCZs, ensuring overall success and removing barriers to the program's success.
- Coordinate and schedule site visits and events with funded agencies.
- Create program plans and agendas for meetings and calls.
- Determine technical assistance related needs and ensure they are directed to appropriate staff members as needed.
- Maintain Excel, SharePoint, Planner and any other tracking logs daily to make sure information is accurate

Duty 3

General Summary:

Percentage: 20

Plan and coordinate statewide HCZ meetings.

Individual tasks related to the duty:

- Plan all meetings related to Healthy Communities Zones. Including but not limited to community of practices, technical assistant calls, internal staff meetings and media related events.
- Update and maintain the program website

Duty 4

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

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.

Determining how communication is organized and directed

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

When a policy, procedure, assignment, or other material is unclear or when the decision has a major policy, financial or political impact.

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.

Periodic travel is involved, including possible overnights trips which may be located anywhere in the state. It may also be necessary to carry training equipment and supplies to the training events, which may require some physical exertion.

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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 essential functions of this position include contract management in EGrAMs, coordinating with HCZ partners, acting as a liaison between funding agencies and MDHHS, and planning and conducting site visits.

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

New position.

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

The Physical Activity and Nutrition Unit is responsible for implementing HCZ programming. HCZ is a public health initiative that uses community-centered approach to elevate the community voice in the decision-making process and provides resources to communities of color that have been historically underserved and excluded due to systemic racism. Healthy Community Zones aims to increase community building and transformation to support Michiganders to live longer and experience a better quality of life

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 assume independent responsibility for completion of daily work assignments.
- Ability to work well under pressure.
- Effective communications skills are mandatory.
- Knowledge of the tools of management, such as methods development, procedural manuals, training materials, records and reports, and studies applicable in evaluating programs or services.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret rules and regulations relative to the work.
- Ability to work well with others and to exercise tact and diplomacy in meetings and dealing with others.

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.

CANDACE EWING

3/14/2025

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