

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 SDOH Policy Division
5. Working Title (What the agency calls the position) SDOH Policy Analyst	11. Section SDOH Strategy Section
6. Name and Position Code Description of Direct Supervisor VACANT; DEPARTMENTAL MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor RIDDICK, VICKI; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 333 S. Grand Ave; Lansing MI / Monday-Friday 8am-5pm

14. General Summary of Function/Purpose of Position

The SDOH Policy Analyst plays a critical role in advancing a Health in All Policies approach to improve health equity across the state. This position leads policy development and implementation efforts that integrate Community Health Workers (CHWs) and expand Community Information Exchange (CIE) infrastructure to address social determinants of health. The analyst will manage cross-sector partnerships, provide technical assistance, and oversee grants and initiatives that embed health considerations into decision-making across government and community systems. Through this work, the analyst helps drive sustainable, community-informed strategies that promote healthier, more equitable outcomes for all residents.

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

Establishes, administers, and monitors grant agreements, reporting, and activities that advance a Health in All Policies approach, leveraging the integration of Community Health Workers (CHWs) and the expansion of Community Information Exchange (CIE) infrastructure to promote health equity and address social determinants of health across sectors.

Individual tasks related to the duty:

- Develops and issues grant solicitations to integrate Community Health Workers (CHWs) and the expansion of Community Information Exchange (CIE) infrastructure, ensuring alignment with Health in All Policies strategies and statewide SDOH priorities.
- Monitors grantee performance and compliance, providing ongoing technical assistance and guidance to ensure effective implementation of Health in All Policies strategies, including CHW workforce development and CIE expansion.
- Implement and on-going efforts of Health in All Policies Interagency Workgroup.
- Development, implement, and evaluate Health in All Policies programs and projects.
- Facilitates regular communication with grantees and partners, identifying opportunities for continuous improvement and ensuring alignment with Health in All Policies principles across sectors.
- Identifies opportunities for cross-sector alignment with other state and local initiatives, promoting collaboration and reducing duplication in advancing Health in All Policies and SDOH efforts.

Duty 2

General Summary:

Percentage: 25

Collaborates with team members and management, recommends strategies to address and resolve a variety of issues and problems.

Individual tasks related to the duty:

- Collaborate with internal team and external partners to facilitate the successful execution of CIE and CHW activities, ensuring they address priority areas and meet community needs.
- Collect and analyze data to evaluate the effectiveness and impact of SDOH programs, identifying opportunities for improvement, and contributing to evidence-based decision-making.
- Identify opportunities for priority area teams to collaborate on programs and program alignment.
- Research issues that impact SDOH priority areas within the Bureau.
- Develops and prepares reports related to departmental programs.

Duty 3

General Summary:

Percentage: 10

Other miscellaneous duties as assigned

Individual tasks related to the duty:

Performs related work as assigned.

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

Considerable independent judgment and skill are required to fully identify and delegate or carry out assignments related to planning and policy issues. Decisions affect internal policies, work products, federal programs, and have the potential to affect external contractors.

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

Public facing reports and presentations should be reviewed and approved by Division Director and Bureau Director. Decisions that have major policy impact, where there could be potential legal action, significant legislative issues, media contacts, potential controversy or issues that may be of a sensitive or political nature.

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.

Regular sitting, standing, and walking. Environmental conditions are consistent with that of a normal office environment.

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 SDOH Policy Analyst helps administer programs and completes assignments in the Planning Office. This position assists with the implementation of the statewide SDOH Strategy by advancing critical priority areas like the Health in All Policies initiatives through the implementation.

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 SDOH Policy Strategy Section provides strategic direction, policy leadership, and implementation coordination for a wide range of MDHHS projects and initiatives, with a focus on advancing Social Determinants of Health (SDOH) programs, health IT, and digital equity. These efforts align closely with the department's strategic objectives and executive leadership priorities, spanning multiple department administrations. This position functions as an entry level Analyst that will implement and evaluate SDOH Policy initiatives.

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 communicate clearly in writing and verbally. Must be able to work well with others and perform job functions with a customer-oriented perspective. This position requires proficiency with analyzing health status, health workforce, and health resources information.

Knowledge of terminology and subject matter in the area of work being performed. Ability to organize, evaluate, and present information effectively and concisely both verbally and in writing.

Ability to initiate a project and follow through to completion.

Ability to deal with complex, multi-faceted issues, to gather information from multiple sources and incorporate into a project.

Ability to analyze, synthesize, and evaluate a variety of information and data.

Ability to analyze and assess operations and procedures.

Ability to establish program or service procedures, policies, and guidelines related to program objective.

Ability to interpret rules, regulations, requirements and other grant-related provisions.

Ability to learn and utilize computer processes.

Ability to provide a high level of customer service.

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:

N/A

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.

SHANIKA DENNIS

Appointing Authority

5/14/2025

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