

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 Planning and Operational Support
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Policy and Planning Bureau
5. Working Title (What the agency calls the position) Integration Program Performance Analyst	11. Section Policy and Planning Integration Section
6. Name and Position Code Description of Direct Supervisor RIDDICK, VICKI; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor AKINYEMI, OLUWASEUN O; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work / Monday-Friday 8am-5pm

14. General Summary of Function/Purpose of Position

The Program Performance Analyst will assist with the development and implementation of cross-sector data collection and sharing standards for healthcare and social care referrals and programs. This includes initiatives such as MiTAHIE (Michigan Technical Assistance for Health Information Exchange), Racial Disparities Task Force-IT data collection (RDTF-IT), and other state and federal funded programs aimed at expanding IT infrastructure and capacity programs across Michigan. In this Policy and Planning Integration role, the analyst provides analysis of processes and data collection related to interoperable referrals between medical and non-medical covered entities, including hospitals, health clinics, skilled nursing facilities, community-based organizations, and other social care providers. The position monitors data collection efforts, research statewide and national interoperability standards, and provides input on IT-related programs and policy priorities. The analyst collaborates with internal teams, external partners, and stakeholders to monitor progress, identify opportunities for improvement, and deliver data-driven insights that inform policy decisions and enhance program implementation.

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: 40

Responsible for project IT data collection and policy integration activities aligned with RDTF-IT initiatives and statewide interoperability efforts

Individual tasks related to the duty:

- Research, collects, consolidates, and analyzes program data related to IT initiatives including RDTF-IT funded programs, MiTAHIE, interoperability, and assists with other priority projects.
- Coordinate with internal teams and external partners to establish partnerships, to manage workplans, track milestones, and track financials to ensure alignment with statewide priorities.
- Use and maintain data collection tools and systems to support interoperability and performance tracking across priority programs.
- Monitor program performance and develop reporting processes to track outcomes, impact, and progress toward reducing racial disparities.
- Collaborate with internal and external partners to advance equity goals through data-informed strategies.

Duty 2

General Summary:

Percentage: 40

Coordinate and monitor IT infrastructure and community capacity- building projects for Policy and Planning Bureau.

Individual tasks related to the duty:

- Assist in maintaining a consolidated tracking system for IT related grants, contracts, and budget lines across Bureau.
- Coordinate and monitor IT components of grant-funded projects within the Policy and Planning Bureau, to ensure alignment with agency technology standards and RDTF-IT funded objectives.
- Prepare progress reports, dashboards, and communication materials for leadership and partners.
- Assist in the development of technical information communications tailored non-technical audiences, both internal and external.
- Review contracts for compliance with department policies and procedures related to grant program plans and budgets.
- Collaborate with MDHHS finance, procurement, and grants teams to ensure timely approvals and alignment.
- Assist in establishing performance metrics to monitor the technical implementation, capacity building for non-medical providers, and data quality of grant-funded systems.
- Collect and synthesize system usage data, analytics outputs, and reporting outcomes to evaluate grant progress and inform decision-making.

Duty 3

General Summary:

Percentage: 20

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.

The analyst independently determines appropriate methods for collecting, analyzing, and reporting data related to IT infrastructure, interoperability, and racial disparities initiatives. This includes selecting data sources, designing data collection tools, identifying performance metrics, and developing reporting formats to evaluate program effectiveness. The analyst also makes decisions regarding coordination with internal teams and external partners, including scheduling, communication strategies, and tracking project milestones.

These decisions directly affect the quality and accuracy of program performance data, the timeliness of reporting to leadership and funding agencies, and the alignment of IT-related initiatives with statewide policy priorities. Inaccurate or delayed decisions could impact funding compliance, stakeholder engagement, and the ability of the department to meet its equity and interoperability goals.

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

Decisions that involve changes to program scope, budget allocations, or alignment with departmental or statewide IT policy priorities require supervisor review. This includes decisions related to the development of new data collection frameworks, public facing reports, or policy recommendations. Guidance from supervisor and bureau director are needed when coordinating with high-level stakeholders, responding to sensitive inquiries, or interpreting complex policies/projects.

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):

- | | |
|---|--|
| ☐ 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?

The position assists the Policy and Planning Bureau's priority IT projects by collecting, analyzing, and reporting data related to IT infrastructure, interoperability and racial disparities initiatives, including those funded through the Racial Disparities Task Force-IT (RDTF-IT). Assists with the development and implementation of cross-sector data collection and sharing standards. Including interoperable referrals between medical and non-medical entities, provides standardized data collection and analysis for MiTAHIE, and other related programs. Monitors program performance and preparing reports, dashboards, and assisting with communication materials. Researching and interpreting state and national interoperability standards and applying them to program planning and implementation. Provides data driven insights and recommendations to inform policy decisions and improve program outcomes.

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 Policy and Planning Integration Section works within the Policy and Planning Bureau, , in developing, coordinating, and implementing strategic initiatives that improve health and social outcomes across Michigan. This includes advancing health equity, supporting data-driven policy development, and managing federally and state-funded programs that enhance IT infrastructure and community capacity. The Program Performance Analyst assists the development and implementation of cross-sector data collection standards, monitoring IT infrastructure projects, and evaluating program performance. The Program Performance Analyst plays a key role in aligning program operations with statewide IT and equity priorities, supporting interoperability between healthcare and social care systems, and ensuring that data collection and reporting efforts inform policy decisions and improve service delivery. The position contributes to the Bureau's overall effectiveness by providing technical assistance, coordinating with partners, and delivering actionable insights that support strategic planning and continuous improvement.

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.

Researches, collects, consolidates, analyzes, and maintains program data necessary to meet program reporting and evaluation requirements, and the goals of the agency program or service.

Establishes, administers and evaluates programs, recommends program policies and procedures, and designs forms.

Designs and conducts surveys or special studies to determine needs and to assist in planning, implementing, and evaluating programs and services; consolidates data and prepares reports.

Conducts research and analysis, prepares reports, and conducts correspondence related to the work activities of the departmental program area.

Analyzes on-going program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.

Develops and recommends alternative state and departmental strategies to address and resolve a variety of issues and problems.

Interprets existing and proposed laws, policies, and procedures as they relate to a program or service area.

Provides consultation to and coordinates departmental programs with state and federal agencies, boards and commissions, private or public organizations, and communities in an assigned area.

Evaluates organizational and/or operational needs and recommends solutions.

Evaluates documents and applications for possible inclusion in programs; determines eligibility or compatibility with the objectives and priorities of the state program or service area.

Proposes, develops, and prepares policy materials, operations manuals, and supporting instructions in a program area.

Designs and implements methods for program review, evaluation, and cost analysis.

Designs, implements, and documents personal computer based data collection, processing, and reporting systems.

Uses and maintains computer data bases to record and analyze data on program and service activities.

Evaluates contracts for compliance with department policies and procedures related to local grant program plans and budgets; recommends needed revisions.

Recommends criteria, standards, and guidelines to assess agencies' program structures and determines their compatibility with the objectives and priorities of the state program area.

Serves as an organizational liaison for centralized, administrative services in such areas as budgeting, information technology and/or human resources.

Assesses the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.

Performs related work as assigned

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.

SHANIKA DENNIS

11/13/2025

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