

**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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Business, Health & Library Services
5. Working Title (What the agency calls the position) Summer EBT (Child Nutrition Eligibility) Analyst	11. Section Office of Nutrition Services
6. Name and Position Code Description of Direct Supervisor HARMON, SARA; EDUCATION CONSLTNT MGR-4	12. Unit Nutrition Coordination
7. Name and Position Code Description of Second Level Supervisor VANDORN, BRYAN M; EDUCATION CONSLTNT MGR-5	13. Work Location (City and Address)/Hours of Work 608 W. Allegan Street, Lansing, MI 48933 / 7:30 a.m. – 4:30 p.m. (Monday-Friday)

14. General Summary of Function/Purpose of Position

The position is responsible for analyzing, researching, evaluating, and monitoring the child nutrition program student eligibility and school eligibility data that is used to provide meal benefits to students. The position will support all MDE activities related to program eligibility data used for Child Nutrition Programs including the Summer Electronic Benefit Transfer (Summer-EBT) program. This position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals. This position analyzes and evaluates program deficiencies, develops corrective action plans with specific deadlines for compliance, and provides potential solutions. This position analyzes relevant eligibility data to provide a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition programs.

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

Analyze the program data of sponsors participating in federal Child Nutrition Programs to evaluate program compliance of student level data used across programs including the Summer-EBT program.

Individual tasks related to the duty:

- Participate in Child Nutrition Program Administrative Reviews to analyze sponsor compliance of student level eligibility data for free and reduced-price meals, direct certification, and verification.
- Create narrative reports and associated correspondence related to the review process. Provide each program with a comprehensive written report of program deficiencies, develop corrective action plans with specific deadlines for compliance, and provide any technical assistance required to ensure future compliance.
- Evaluate and research sponsors' adherence to federal regulations.
- Assess corrective action plans for program noncompliance. Analyze the plan of action, the corrective action, and the meeting of required deadlines set in the initial report. Provide guidance as needed (by telephone, in writing, or in person) until appropriate corrective action is completed and documented. Approve corrective actions and notify sponsors.
- Compile and analyze program student eligibility data reports and provide guidance and technical assistance to sponsors for program compliance.
- Analyze Summer-EBT eligibility files for accuracy.
- Analyze, research, and approve Coordinated Applications and amendments for Child Nutrition Programs in NexSys.

Duty 2

General Summary:

Percentage: 35

Analyze and develop program training/technical assistance related to Summer-EBT student eligibility for Child Nutrition Program sponsors.

Individual tasks related to the duty:

- Analyze and develop new and/or existing materials for training presentations. Present information/training sessions at workshops and conferences.
- Respond to telephone inquiries and written correspondence requesting clarification of state policies, procedures, and federal regulations. Use program knowledge to provide information about the operation of the programs in Michigan to potential sponsors/sites and the public.
- Analyze and develop items such as correspondence, newsletter articles, email or website updates identified for need regarding program regulations/requirements, policies or procedures, and/or administrative guidance.
- Analyze, develop, and maintain forms/materials as necessary to meet changing regulations or state laws. Assist in maintenance of materials and information on the website and in program applications or databases, ensuring they are up-to-date and accurate.
- Provide on-site training/technical assistance for sponsors.
- Analyze, research, and interpret new federal regulations or state laws, determine how they will impact student eligibility, and provide instruction and the appropriate implementation. Develop instructional materials for program sponsors.

Duty 3

General Summary:

Percentage: 10

Perform a variety of program-related duties.

Individual tasks related to the duty:

- Respond to inquiries, written correspondence, and emails requesting clarification of state policies, procedures, and federal regulations.
- Analyze and evaluate program policies and procedures. Make recommendations for changes.
- Serve as a back-up to other Summer-EBT staff when needed.

Duty 4

General Summary:

Percentage: 5

All other duties as assigned.

Individual tasks related to the duty:

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

This position requires independent decision-making, as well as decisions that require management support on a regular basis. As part of the data analysis process in the Administrative Review, decisions are required regarding program adherence to state and federal regulations. The position requires decision-making on what technical assistance and corrective action is provided during on-site reviews. Sponsors, sites, parents, students, Michigan Department of Education, and United States Department of Agriculture staff are affected by these independent decisions.

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

Unique situations that are not covered by set internal policies or regulations.

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.

Physical effort includes sitting at a desk for long periods of time, driving, lifting boxes of training materials, etc. Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor.

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 position is responsible for analyzing, researching, evaluating, and monitoring the child nutrition program student eligibility and school eligibility data that is used to provide meal benefits to students. The position will support all MDE activities related to program eligibility data used for Child Nutrition Programs including the Summer Electronic Benefit Transfer (Summer-EBT) program. This position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals. This position analyzes and evaluates program deficiencies, develops corrective action plans with specific deadlines for compliance, and provides potential solutions. This position analyzes relevant eligibility data to provide a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition programs.

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 Office of Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, including Rural Non-congregate, Summer EBT, Fresh Fruit and Vegetable Program, Farm to Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program. Each program has required applications, monitoring and reporting, as well as training/technical assistance and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition programs. The person in this position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals.

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:

- Knowledge of the principles and practices of research and analysis.
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- 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 principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.
- Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.
- Knowledge of the economic, social, political, and business conditions of the state.
- Knowledge of the legislative process and governmental organization and structure.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Ability to prepare requests for proposals and program agreements.
- 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 learn and utilize computer processes.
- Ability to design forms.
- Ability to maintain favorable public relations.
- Some knowledge of the Child Nutrition Programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License is 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.

NA.

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