

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-CTR FORENSIC PSYCHIATRY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Hospital Administration
<b>4. Civil Service Position Code Description</b> Departmental Manager-2	<b>10. Division</b> Forensic Services Department
<b>5. Working Title (What the agency calls the position)</b> Forensic Services Director	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> RINNAS, DONNA Z; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> VANDENBERGH, ANDREA L; SENIOR EXEC HOSPITAL DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 8303 Platt Road, Saline, MI 48176 / Monday - Friday, 8:00am - 4:30pm
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position serves as a first-line professional manager of nonprofessional positions in a complex work area. This position works within general methods and procedures and exercises considerable independent judgment to apply guidelines pertaining to the provision of forensic services. The position functions with minimal supervision and must be prepared to interpret mental health code, hospital policy, and SHA procedures as they relate to forensic services. This position will recommend procedures for the effective operation of forensic services to respond to changing service demands, departmental policy, and legal requirements. This position requires frequent, significant interaction with attorneys and courts typically related to addressing questions and resolving problems related to forensic process. The position provides oversight of the provision of forensic services which have a major impact on the mission of the CFP and SHA, which may receive statewide media and political attention and have a major consequence of error. This position will select and assign staff, review, and audit staff performance across three classifications, and provide the necessary training and consultation required to ensure the quality and timely provision of forensic services. Based on departmental needs and priorities, the manager may also occasionally perform any task assigned to subordinate staff and other related work as assigned.</p>	

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 evaluating, establishing, and direct implementation of departmental procedures.

**Individual tasks related to the duty:**

- Identify departmental needs and priorities.
- Propose and develop strategies to address and resolve a variety of issues and problems.
- Develop and modify procedures to meet changing service demands and maintain continuous process improvement.
- Maintain oversight and ensure timely and accurate processing and tracking of court orders and related duties including vetting orders; scheduling evaluations; scheduling hospital admissions, transfers, discharges; scheduling and coordinating completion and filing of petitions and certs for initial and continuing treatment orders.
- Maintain oversight and ensure compliance with rules and regulations regarding patient rights, record management, and reporting requirements.
- Provide initial and ongoing training as indicated for subordinate staff to ensure reliable provision of quality forensic services.
- Provide supervision and consultation to subordinate staff as needed regarding policy and procedures, competing priorities, and other issues.
- Collaborate and work cooperatively with other CFP department heads pertaining to inter-related responsibilities.

**Duty 2**

**General Summary:** **Percentage: 30**

Responsible for staffing selection, assignments, and performance management.

**Individual tasks related to the duty:**

- Select and assign staff, ensuring equal employment opportunity in hiring and promotions.
- Ensure proper labor relation and conditions of employment are maintained.
- Establish clear and fair performance expectations for subordinates.
- Maintain regular communication with subordinates and supervisor.
- Provide necessary training and staff development opportunities.
- Review and audit staff performance across three classifications.
- Complete performance appraisals.
- Take corrective/disciplinary action as needed for subordinate staff.
- Supervise and approve schedules, leave requests, time sheets, and other related administrative duties.

**Duty 3**

**General Summary:** **Percentage: 20**

Maintain current knowledge of policies, procedures, laws, and regulations relevant to Forensic Services.

**Individual tasks related to the duty:**

- Maintain current knowledge of departmental policies, procedures, and regulations pertaining to forensic and probate process, including hospital procedures, SHA policy, mental health code and other legal requirements.
- Maintain knowledge of forensic services' office procedures and requirements pertaining to records management, patient rights issues, and reporting requirements.
- Manage and ensure Forensic Services' compliance with changes in laws, departmental policy, and service demands.
- Provide information and assistance to CFP colleagues, attorneys, courts, sheriff departments, defendants, patients, and other consumers.
- Serve as an information and problem-solving resource for CFP and SHA colleagues, courts and attorneys, sheriff departments, and patients regarding forensic mental health process requirements.
- Serve on hospital committees and workgroups as assigned by Hospital Director.

**Duty 4**

**General Summary:** **Percentage: 10**

Other related duties.

**Individual tasks related to the duty:**

- Performs any and all duties related to this classification as assigned by the supervisor.
- Perform other administrative functions, as required.
- Based on departmental needs and priorities, the manager may also perform any task assigned to subordinate staff.

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

- Establishing Forensic Services processes, policies, and procedures.
- Resolving problems or concerns arising from Forensic Services interface with other departments.
- Assisting subordinate staff in determining how best to resolve procedural dilemmas, competing priorities and system inefficiencies.
- Assigning work to and assessing performance of subordinate staff, addressing deficiencies.
- Defendants, patients, the courts, and subordinate staff are affected most immediately by these decisions. Other departments and personnel within CFP are also affected.

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

- Implementing processes, policies, and procedures that have a significant impact on the other CFP Departments and/or Careflow operations.
- Resolving issues arising from contradictory and irreconcilable policies, statutes, rules, etc.
- Outreach and processes that involve or impact agencies outside CFP.
- Legislative or media communications must be directed through Hospital Director, DHHS Leadership/Media Relations.
- Resolving issues arising from contradictory and irreconcilable policies, statutes, rules, etc.
- Decisions that go beyond the scope of knowledge for this position.

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.

This position does not require unusual physical effort. Most of the work is performed in an office setting with standard office equipment. Physical activities include sitting, standing, bending, walking, some climbing of stairs, lifting, etc. This position also requires computer use; attending lengthy meetings; handling priorities and meeting deadlines; and interacting with a range of individuals and disciplines. Occasional travel to locations throughout Michigan.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
SANDERS, TAMMY S	DEPARTMENTAL TECHNICIAN-A 10	ZWARKA, JANICE A	DEPARTMENTAL TECHNICIAN-E E9
MUIR, LISA A	DEPARTMENTAL TECHNICIAN-E E9	BROWN, TYQUESE M	DEPARTMENTAL TECHNICIAN-E E9
CURNALIA, MATTHEW A	DEPARTMENTAL TECHNICIAN-E E9	LOEBE, HALEY E	DEPARTMENTAL TECHNICIAN-E 8
SANCHEZ, JACLYN M	DEPARTMENTAL TECHNICIAN-E E9	BAUSMAN, TIMOTHY A	WORD PROCESSING ASSISTANT-E E7
KOPKA, VALERIE L	CLIENT RESIDENT AFFAIRS REP-E E9		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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?

Management prepared.

**23. What are the essential functions of this position?**

- Establish and implement efficient departmental procedures to ensure reliable and timely provision of service in keeping with relevant statutes, case law, court orders, policies, and procedures.
- Instruct, direct, motivate, evaluate, and supervise subordinate staff.
- Plan, coordinate, organize, prioritize, and oversee activities of forensic services.
- Communicate and work effectively with others.
- Identify and resolve administrative and procedural problems and develop effective solutions to changes in service demands.
- Serve as member of a hospital committees and workgroups as needed or required.
- Represent FS and CFP in a competent and professional manner.

**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 Forensic Services (FS) department of the Center for Forensic Psychiatry (CFP) provides forensic support services for the CFP, the State Hospital Administration (SHA), and the Michigan court system. FS processes and facilitates compliance with court orders for forensic evaluations and hospital admissions pertaining most commonly to issues of incompetence to stand trial and legal insanity. FS facilitates the management and tracking of the competency progress evaluations for all pre-trial criminal adjudicated incompetent to stand trial as per mental health code requirements as well as the timely and accurate processing and filing of petitions and certifications for initial and continuing treatment orders for CFP patients. FS ensures compliance with forensic reporting requirements and provides services related to patients' rights; and serves as a resource for courts and attorneys regarding court orders for forensic mental health process. This position serves as a first-line professional manager of nonprofessional positions in a complex work area. This position works within general methods and procedures and exercises considerable independent judgment to apply guidelines pertaining to the provision of forensic services. The position functions with minimal supervision and must be prepared to interpret mental health code, hospital policy, and SHA procedures as they relate to forensic services. This position will recommend procedures for the effective operation of forensic services to respond to changing service demands, departmental policy, and legal requirements. This position requires frequent, significant interaction with attorneys and courts typically related to addressing questions and resolving problems related to forensic process. The position provides oversight of the provision of forensic services which have a major impact on the mission of the CFP and SHA, which may receive statewide media and political attention and have a major consequence of error. This position will select and assign staff, review, and audit staff performance across three classifications, and provide the necessary training and consultation required to ensure the quality and timely provision of forensic services. Based on departmental needs and priorities, the manager may also occasionally perform any task assigned to subordinate staff and other related work as assigned.

**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 Manager 13 - 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service Job Specification. In addition:

- Knowledge of the Michigan Mental Health Code, and other relevant statutes, case law, CFP procedures and SHA policies
- Knowledge of supervisory techniques and of employee policies and procedures.
- Knowledge of departmental policies, procedures, and regulations pertaining to forensic and probate process.
- Knowledge of the principles of administrative management, forensic services procedures, records management, patient rights, and reporting requirements.

- Ability to identify priorities and manage competing demands.
- Ability to utilize data and relevant technology for information management, record keeping, effective communication, record keeping, performance audits, and decision-making.

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 where by 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.***

EMILY WILLIAMS

7/14/2021

\_\_\_\_\_  
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