

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTMGR3F83N

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.) VACANT	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) HIV and STI Programs
4. Civil Service Position Code Description DEPARTMENTAL MANAGER-3	10. Division Data and Operations
5. Working Title (What the agency calls the position) Financial Reporting and Analysis Unit Manager	11. Section Operations
6. Name and Position Code Description of Direct Supervisor DUNN, THOMAS; STATE ADMINISTRATIVE MANAGER-1	12. Unit Financial Reporting and Analysis
7. Name and Position Code Description of Second Level Supervisor BRANDT, MARY G; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 111 W. Edgewood Blvd., Suite 11 Lansing, MI 48909 / Hybrid (in-offices 2 days per week)

14. General Summary of Function/Purpose of Position

The position serves as manager for a highly complex Financial Reporting and Analysis within the Bureau of HIV and STI Programs (BHSP), Division of Data and Operations. The Financial Reporting and Analysis Unit is responsible for development of methodologies, tools, and techniques for the fiscal management of state and federal funding received within BHSP; including the Michigan Drug Assistance Program (MIDAP) and Insurance Assistance Program (IAP). BHSP receives more than \$100 million in state and federal funding for multiple complex HIV Care, HIV Prevention, HIV Surveillance, and STI programs throughout the State of Michigan. The person in this position is responsible for all administrative functions and oversight within the Unit, including designing, implementing, monitoring and evaluating internal and external services and programs statewide and administration of staff.

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

Train, supervise, monitor and evaluate staff; providing day-to-day direction for Financial Analysis and Reporting Unit.

Individual tasks related to the duty:

- Participate and consistently engage staff in Unit and overall BHSP and Division activities.
- Make staffing and integration recommendations to the supervisor and/or Division Director.
- Conduct employee performance appraisals, per agency guidelines or as requested by supervisor and/or Division Director
- Participate and consistently engage staff in Unit, Section or Division activities.
- Make staffing and integration recommendations to supervisor.
- Ensure staff receives adequate orientation, training and retraining, as needed.
- Routinely seek staff input and recommendations on improving staff supervision, morale and the quality of the work environment.
- Establish and maintain a high level of collaboration and partnership between staff within the Unit and among other Units and Sections.
- Provide all staff with equitable learning and practice opportunities to strengthen skills and expand knowledge.
- Routinely document progress of staff towards meeting individual and program goals and objectives; document staff accomplishments and areas for staff improvement.
- Conduct regular Unit staff meetings.
- Track issues and tasks that are set aside when resources are not available for an immediate solution; prioritize and incorporate issues into projects timelines when resources late become available.

Duty 2

General Summary:

Percentage: 20

Plan, develop, implement, direct, maintain and an integrated statewide Financial Reporting and Analysis programs and evaluate for efficiency and effectiveness.

Individual tasks related to the duty:

- Serve as the fiscal liaison to the federal Grants Management Specialists within the Centers for Disease Control (CDC) and the Health Resource Services Administration (HRSA) and assure staff follow guidelines and procedures as directed.
- Serve as the fiscal liaison to the MDHHS Grants, and Fiscal programs.
- Develop a comprehensive plan to provide an integrated Financial Reporting and Analysis program with financial management and monitoring oversight for HIV Care and Prevention Section and STI Sections.
- Develop and maintain a comprehensive Financial Reporting and Analysis Policies and Procedure Manual that includes staff functions, responsibilities, expectations, standards, practices and state and federal requirements.
- Provide scientifically data driven program and fiscal recommendations to supervisor, as requested.
- Assist in the development and compilation of competitive or formula grant applications/proposals for Section (s).
- Develop, strengthen and maintain partnerships and collaboration with internal and external partners in the development and implementation of a statewide Financial Reporting and Analysis programs to assure consistency and eliminate duplication.
- Develop reports, presentations, and speeches as directed by administration.
- Respond to assignments as requested by the administration.
- Respond to other requests for information.
- Ongoing review of reports and publications to remain current on state and federal grantee reporting requirements, fiscal guidance.

Duty 3

General Summary:

Percentage: 30

Develop strategies to implement and maintain integrated financial processes and procedures within the STI, HIV, and Surveillance programs.

Individual tasks related to the duty:

- Meet Bi-weekly with Program Analyst responsible for sub-recipient fiscal monitoring to develop, implement and monitor goals for the statewide integrated HIV and STI sub-recipient process.
- Meet Bi-weekly with Financial Analysts responsible for the fiscal oversight of the MIDAP and IAP programs, monitoring and tracking of contractual employee expenses, and the tracking of STI pharmaceuticals to develop, implement and monitor goals for a statewide integrated HIV and STI fiscal process.

- Provide fiscal processes and procedures necessary to accurately record revenue and expenditures for 340B Drug Pricing Programs related to the MIDAP and STI programs.
- Provide oversight in the development and implementation of policies and procedures to recoup overpayment of insurance premiums or payments for non-eligible services within the MIDAP and IAP programs.
- Guide the development of innovative strategies to establish a seamless Michigan pharmaceutical distribution program for the STI programs.
- Assure Unit develops and implements strategies to ensure payer of last resort status for Ryan White programs.
- Interpret rules, guidelines and policies to assess impact on HIV and STI fiscal responsibilities.
- Develop alternative strategies to address and resolve issues and problems arising through the integration of HIV and STI financial activities.
- Develop processes to assure financial documents (including SF 424's and terms reports) for HIV and STI programs are current, meet federal reporting requirements and are submitted correctly and timely to federal or state funding partners.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Professional reading and seminars.
- Support Section and Division activities by participating in required meetings, committees, confidentiality and security trainings and other trainings as needed.
- Contribute to Section and Division activities including development of strategic plans, metric development and reporting within the framework of the Affordable Healthcare Act and Medicaid Expansion.
- Other duties, tasks, responsibilities as assigned by upper administration.

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

General decisions related to supervision and management of programs and staff. Day-to-day operations of the statewide program consistent with federal, state, section and division policies, procedures, standards, guidelines and reporting requirements. Assignments to staff and re-assignments based on workloads, urgent data requests or special new assignments.

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

Decisions requiring technical or program expertise outside the scope of this position.

Publications for professional and public dissemination.

Entering into MDHHS contractual agreements.

Changes to funding decisions or new funding applications.

Changes in and/or exceptions to policies, procedures, standards and guidelines

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.

Routine physical activities, traveling, standing, sitting, walking, reaching and bending.

Long periods of computer work.

May be required to work outside standard business hours including overnight stays.

In-state and out of state travel to conduct or attend trainings, site visits, meetings or conferences is required.

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>
	FINANCIAL ANALYST-A		
	FINANCIAL SPECIALIST-2 13		

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?

Management prepared

23. What are the essential functions of this position?

Statewide program coordination, development, implementation and evaluation. Supervision and management of professional staff and clerical staff working in complex program areas to manage over \$100 million in federal funding to assure state and local agency compliance.

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

This position description has been updated due to changes in the organizational structure. Job duties related to managing Grants and Contracts staff have been removed as it is now a separate unit. Tasks related to 340B have been refined to reflect the fiscal management component.

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

The Unit includes program areas responsible for management and compliance of multiple federal grants total over \$100 million dollars, including fiscal oversight of the Michigan AID Drug Assistance and Insurance Assistance Programs. This Unit serves as the fiscal liaison to local HIV and STI programs that receive funding from the MDHHS; and the fiscal liaison to federal Grants Management Specialists that oversee the HIV and STI awards from the CDC and the HIV awards from HRSA. These programs assist BHSP in assuring fiscal compliance with federal and state regulations by the HIV Care, HIV Prevention, HIV Surveillance, and STI programs.

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:

- Considerable knowledge of training and supervisory techniques
- Considerable knowledge of employee policies and procedures including EEO
- Ability to instruct, direct and evaluate employees
- Considerable knowledge of labor relations
- Ability to maintain favorable public relations
- Considerable knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Considerable 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 program or services.
- Considerable knowledge of the economic, social, political, and business conditions of the State of Michigan
- Ability to analyst and assess operations from the standpoint of management controls, systems and procedures

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:**

Valid Michigan driver's license and a good driving record 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.

None.

I certify that the entries on these pages are accurate and complete.

LIBERTY IRWIN

10/19/2023

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