

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTMGR3

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-WAYNE COUNTY O.C.Y.S.
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Manager-3	10. Division
5. Working Title (What the agency calls the position) Departmental Manager	11. Section
6. Name and Position Code Description of Direct Supervisor BAKER, ADAM D; SOCIAL SERVICES DIVISION ADMIN	12. Unit
7. Name and Position Code Description of Second Level Supervisor WRAYNO, JENNIFER L; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 27540 MICHIGAN AVE; INKSTER, MI 48141 / M-F 8-5

14. General Summary of Function/Purpose of Position

Position serves as Departmental Manager, advising and assisting the child welfare district director in aligning, directing, implementing and monitoring Michigan's child welfare reform activities in the local child welfare office. This position will be assisting the director in areas of child welfare and will provide assistance in the alignment of child welfare programs and their policies to improve client services, program quality & outcomes, and to achieve the child welfare improvement goals. The Departmental Manager will assist in the review of data and quality assurance reports in conjunction with federal requirements, as well as requirements of the Modified Implementation, Sustainability, and Exit Plan (MISEP) that will be coordinated with internal and external stakeholders.

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

Assist director in administration of county child welfare programs.

Individual tasks related to the duty:

- Analyze program strategies, policies and operations, and recommend modification of policies and procedures to meet commitments more effectively
- Research program and policy matters to assist the director in program planning, policy, and procedures development
- Serve as director's liaison to children's services program administrators and outside representatives as necessary, including communication of children's services goals, priorities and expectations
- Recommend criteria, standards, and guidelines to assess department's program structures and determine their compatibility with the objectives and priorities of the state
- Interpret existing and proposed laws, policies and procedures as they relate to a program area. Consult with state, local and federal government as well as interested parties in this regard
- Assess the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions
- Design and implement methods for program review, evaluation and analysis

Duty 2

General Summary:

Percentage: 30

Manage the four Health Liaison Officers and the three MiTEAM analysts.

Individual tasks related to the duty:

- Assess caseload activities and assign work accordingly
- Provide day to day direction to staff
- Provide staff professional development and training
- Complete performance ratings

Duty 3

General Summary:

Percentage: 20

Special projects.

Individual tasks related to the duty:

- Manage assigned special projects
- Monitor progress of departmental projects
- Design and conduct surveys or special studies to determine needs and to assist in planning, implementing and evaluating programs and preparing reports
- Evaluate programs; recommend program policies and procedures, and design forms

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Assist director with planning, reviewing, monitoring, resolving division budget, personnel, contractual, policy, and quality assurance matters
- Troubleshoot client cases and issues
- Draft written communication for division director, as needed
- Coordinate preparation of presentations for division director, as needed
- Maintain records
- Serve as director's representative on committees and task forces
- Make presentations for division director to DHHS staff, other departments and external groups
- Facilitate workgroups and focus groups

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

Decisions appropriate to authorized authority.

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

Decisions outside authorized authority and those with major fiscal, resource or political consequences, including those that have impact across multiple units in the department.

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.

Standard office environment. Periodic travel 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>
DIA, RACHELLE D	DEPARTMENTAL ANALYST-E P11	GOODWILL, CHANTELL	DEPARTMENTAL ANALYST-E P11
STEWART, TAMICA L	DEPARTMENTAL ANALYST-E P11	DAVIS, MICHELLE A	DEPARTMENTAL ANALYST-E P11
HERMAN, JASON M	DEPARTMENTAL ANALYST-E P11	WILSON-HILL, DOMONIQUE L	DEPARTMENTAL ANALYST-E P11

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?

Agree

23. What are the essential functions of this position?

To perform a full range of Departmental Manager duties in support of Child Welfare reform within the Child Welfare office. Manage the four Health Liaison Officers and the three MiTEAM analysts. Gather data and create reports related to the district's compliance with the MISEP requirements.

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 Children's Service Administration urban offices are responsible for directing the activities of major programs in the urban counties. This position will focus on increasing program effectiveness and managing division resources in a manner that ensures development of timely and accurate responses to policy and program needs for children and families served by MDHHS.

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 to:

Working knowledge of major MDHHS initiatives or functions, including the department's role in children's services programs. Demonstrated ability to prepare presentations, present to diverse audiences and coordinate meetings and focus groups with various stakeholders. Strong written and verbal communication skills. Able to competently analyze policy and law.

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

3/4/2026

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