

## 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><br>MDHHS-COM HEALTH CENTRAL OFF                                       |
| <b>3. Employee Identification Number</b>  | <b>9. Bureau (Institution, Board, or Commission)</b><br>POLICY, PLANNING, AND OPERATIONAL SUPPORT |
| <b>4. Civil Service Position Code Description</b><br>DEPARTMENTAL SPECIALIST  | <b>10. Division</b><br>VICTIM SERVICES  |
| <b>5. Working Title (What the agency calls the position)</b><br>Crime Victims Rights Program Specialist                 | <b>11. Section</b><br>CRIME VICTIM SERVICES COMMISSION  |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>BANKS, SHALONNA; STATE ADMINISTRATIVE<br>MANAGER-1 | <b>12. Unit</b><br>CRIME VICTIMS RIGHTS   |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>KRIEGER, GAIL; DIVISION DIRECTOR             | <b>13. Work Location (City and Address)/Hours of Work</b><br>Lansing, 235 S. Grand Ave / M-F, 8-5 |

**14. General Summary of Function/Purpose of Position**

This position serves as the statewide specialist for crime victim rights programs authorized under P.A. 196 of 1989. This position also serves as the statewide specialist for the tracking of funds collected from courts under P.A. 196 of 1989. This position also serves as the statewide liaison for the Victim Information Notification Everyday (VINE) system. This includes conducting trainings on interfacing with the VINE system, processing new user applications, and supporting users. This position will also serve as the statewide resource person for VINE which includes attending trainings held by the product owner, receiving updates and communicating those to state users, and facilitating coordination of VINE functionality amongst stakeholders.

General position responsibilities include developing statewide program plans, policy recommendations, and program assessments. This involves the development, implementation, monitoring, evaluation, directing, and conducting highly complex studies and analyses; provision of technical assistance for local compliance with state law and guidelines; monitoring restricted revenue accounts, including planning and implementation of annual fund disbursements; coordinating meetings of state, local, public and private partners; and for recommendations of strategies to improve services, legislative enhancements, and administrative efficiencies.

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: 45**

Administers state Crime Victim Rights Fund revenue collection and the Crime Victims' Rights grant disbursement program pursuant to P.A. 196 of 1989.

**Individual tasks related to the duty:**

- Plan, initiate, and carry out an annual multi-million dollar grant allocation process including determinations of deadlines, authorize grant extensions and process document revisions.
- Review applications from eligible public agencies from across the state. Applications must meet state administrative and fiscal requirements or be revised or denied in total.
- Assist applicants in revising technical errors in budgets, staffing, and project evaluation criteria.
- Oversee Egrams entry protocol for application, reporting and disposition of grant data.
- Submit determinations and reasons including adherence to funding plan to Administrative Manager for final approval of funding recommendations.
- Ensure that Department Agreements are developed and transmitted in the approved form and within the approved timeframes.
- Transmit final recommendations to the members of the Commission for comment and question.
- Upon commencement of new grants, continue to review for accuracy and compliance by reviewing agency's financial reports, quarterly and statistical reports, PAAM services, agency audits, and compliance review surveys.
- At the end of agreement, review and prepare grant program and fiscal close-out processes.
- Compile and prepare program data as required by statute for the Commission's Annual Report.

**Duty 2**

**General Summary:**

**Percentage: 20**

Develop goals and objectives for annual fund disbursement, including defining priorities and spending allocations for the spending plan. Includes discussion and consultation with prosecuting attorneys, sheriffs and other local officials. Communicate objectives to partner agencies, interest groups and appropriate organizations. Ensure continuing compliance with state statutory and constitutional requirements and Crime Victim Services Commission policy.

**Individual tasks related to the duty:**

- Review statutes, guidelines, and directives to document relevant authority and guidance.
- Meet with state and local stakeholders to define emergent needs and to discuss potential policy and program revisions.
- Revise documentation and informational materials for Commission and provide members with up-to-date status on program requirements and recommendations for necessary revisions for formal approval
- Effectively communicate the Commission's program and funding priorities to eligible statewide agencies.
- Develop alternative strategies to address and resolve a variety of issues impacting local service agencies.
- Reconcile program and spending priorities with department budget and spending plan and communicate final detailed objectives to Commission members and local stakeholders.

**Duty 3**

**General Summary:**

**Percentage: 15**

Administer all processes associated with the Michigan Crime Victim Notification Network now known as MI-VINE (Michigan Victim Information Notification Everyday).

**Individual tasks related to the duty:**

- Daily management of VINEWatch database including creating logins, setting permissions, email communication, and technical assistance for new users.
- Maintenance of files of for all users, removing inactive users.
- Provide recommendations for system enhancements/revisions.

- Fields questions from the public, agencies, and other relevant stakeholders.
- Evaluates user documents and applications for possible inclusion in programs; determines eligibility or compatibility; determines acceptability of documents or applications and decides on the appropriate action(s) to take.
- Acts as a liaison with other agencies, organizations, and employees to coordinate Victim Rights programs.
- Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.
- Collects and maintains program data necessary to meet program reporting and evaluation requirements, and the goals of the Division of Victim Services.
- Review and determine local proposals for project participation and supplemental funding.
- Plans and coordinates the training of staff in designated program activities.
- Provide Commission and department with regular briefings on status of project

**Duty 4**

**General Summary:**

**Percentage: 15**

Provide training and technical assistance to Courts and fund recipients to improve local understanding and compliance; and to enhance accountability for expenditures. Includes development and implementation of training funds, materials, and schedules.

**Individual tasks related to the duty:**

- Analyze state and local operations and recommend modifications in policies and procedures needed to better meet program requirements.
- Provide training and technical assistance at presentations, site visits, regional meetings, and state conferences.
- Develop and recommend alternative strategies, criteria, and standards to assess program structures to enhance compatibility with state law.
- Assess and award requests for training grants to eligible applicants.
- Maintain and prepare report records required to document program activity.
- Assess operational implications of existing and proposed policies.
- Design and implement methods for program review, evaluation, and cost analysis.

**Duty 5**

**General Summary:**

**Percentage: 5**

Special assignments, and other duties as assigned.

**Individual tasks related to the duty:**

- Represent the department and the commission on taskforces, workgroups, and cooperative efforts with other state departments and agencies, local and federal agencies, coalitions, associations, and other relevant stakeholders.
- Conduct surveys including annual General Forfeiture Act Survey, assist with preparation of state and federal reports, respond to assigned correspondence and public awareness tasks, and perform other related duties as assigned or as requested by the commission.

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

Development of the annual state victim rights funding implementation strategy affects local units of government, specifically prosecutors' offices and the victims served. Projections of available revenue and equitable disbursement must be considered in determining allocations. Review and approval of local reporting can affect how a local agency performs its duties; and how it serves and is perceived by its constituents.

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

Resolution of issues that are authoritatively ambiguous in context; or issues that impact extra programmatic policies and budget considerations of the agency. In addition, all official communications or recommendations to the Commission members must be approved by the director, and all calls from media or legislative sources must be appropriately referred.

**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 use of a computer keyboard and screen is required. Occasional lifting and carrying of files or record boxes. Travel requirements commensurate with attending trainings and technical assistance meetings as necessary each year.

**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.**

This position will supervise the departmental technician position that is designated for this unit. However, there is not a current employee in that role.

**Additional Subordinates**

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

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | Y | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | Y | 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?

The responses above are concurred with.

23. What are the essential functions of this position?

This position is the State of Michigan's expert in the constitutionally authorized and protected area of crime victims rights, and is responsible for the direct administration, evaluation, fiscal continuity, and reporting functions for state programs and revenue implementing, or supporting the implementation of, crime victims rights pursuant to PA 87 of 1985 and the, Constitution of 1963, Art.I, Sec.24: The position oversees a multi- million dollar restricted grants program to prosecuting attorneys, sheriffs, courts and the Department of Attorney General. The position is responsible for tracking, enhancing, and reporting over \$12.0 million in restricted revenue to support these activities as well as the victims compensation program. The position is responsible for the department's VINE Network. The employee must utilize considerable independent judgment and specialized and complex knowledge in performing these functions for state government.

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

Position has been updated to reflect the change to the name of the Crime Victims Network system to MI-VINE. The duties associated with maintaining the MI-VINE system have increased as technology capabilities have improved.

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

The Crime Victim Services Commission is the state agency having oversight of all aspects of statutory and constitutionally authorized services for crime victims in Michigan. The Commission consists of five gubernatorial appointees that exercise an advisory role. The agency administers three separate grant programs with separate statute and funding sources; crime victim compensation, crime victim assistance, and crime victim rights. This position fulfills the duties of the Crime Victim Services Commission by processing determinations, reviewing and responding to incoming correspondence, maintaining financial tracking of incoming dollars, etc.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EXPERIENCE:**

Four years of professional business and administrative experience, including one year of experience equivalent to the experienced level (P 11) or one year equivalent to the senior, specialist, or lead worker (12) level.

**EDUCATION:**

Possession of a bachelor's degree in any major.

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:**

Excellent verbal and written communication skills are required. Excellent interpersonal skills are required. Skills commonly associated with analysis, preparation of documents, and reviewing financial reports. Skills and abilities commonly associated with experience in a victims services program or other confidential client setting is desirable. Recent and significant skills and abilities gained from working in or with Crime Victim Rights is highly desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

**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.***

SHALONNA BANKS  
Supervisor

05/18/2026  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

***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