

**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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Survey and Certification
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Acute & Continuing Care and Support Division
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section Federal Support and Enforcement Section
6. Name and Position Code Description of Direct Supervisor FOSTER, KRISTAL E; STATE ADMINISTRATIVE MANAGER-1	12. Unit 2615
7. Name and Position Code Description of Second Level Supervisor ROEPKE, MICHELLE M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa St., Lansing, MI (or home office as assigned) / 8:00AM-5:00PM, Monday-Friday or hours as assigned

14. General Summary of Function/Purpose of Position

This departmental analyst is responsible for analyzing and determining federal enforcement remedies for Medicare/Medicaid certified provider/supplier types in Michigan that are regulated by the Bureau of Survey and Certification on behalf of the Centers for Medicare and Medicaid Services (CMS) for the purpose of protecting the health, safety and welfare of individuals receiving care through the various covered providers. This position determines and recommends appropriate enforcement remedies according to federal guidelines, including the number of residents involved and seriousness of deficiency. This position is responsible for analyzing, tracking, and monitoring enforcement cycles and survey workload in accordance with federal regulations and the federal State Operations Manual (SOM) guidelines.

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: 70

Analyze and determine enforcement remedies for standard enforcement cases for all federally certified providers/suppliers. Calculate, determine and recommend appropriate penalties based on federal guidelines for enforcement cases with lesser scope and severity.

Individual tasks related to the duty:

- Analyze all federally certified provider certification and investigation data to determine appropriateness of recommended enforcement remedies as prescribed by federal regulatory requirements, including the number of residents involved and seriousness of deficiency.
- Analyze current enforcement status for all federally certified provider types.
- Calculate and recommend remedies based on federal guidelines for enforcement cases with lesser scope and severity.
- Analyze, determine, and track substandard quality of care (SQC) cites and notify appropriate parties of non-compliance and related consequences.
- Analyze, determine, and track nurse aide training and competency evaluation program (NATCEP) lock outs and notify appropriate parties of non-compliance and related consequences.
- Reassess enforcement remedies for enforcement cases with lesser scope and severity once investigation results have been modified by federal regulators, the informal dispute resolution process, independent informal dispute resolution process or settlement.
- Assist in implementing the provider closure process during provider terminations.
- Prepare necessary provider enforcement documents as well as enforcement correspondence to other state agencies, Centers for Medicare and Medicaid Services (CMS), and other outside entities.
- Draft and issue enforcement actions, modifications, and closures based on federal guidelines and bureau policy.
- Provide documents and report summaries regarding enforcement actions.
- Collect and maintain provider enforcement data necessary to meet reporting requirements.

Duty 2

General Summary:

Percentage: 25

Analyze on-going federal survey activities in accordance with federal regulations and the federal State Operations Manual (SOM) guidelines.

Individual tasks related to the duty:

- Maintain facility specific tracking and status logs to ensure appropriate coordination of survey activities and workflow logs to ensure timely processing.
- Ensure time compliance with the CMS Mission and Priority Document (MPD) and SOM guidelines of federal survey activities.
- Design, develop, and implement standard and ad hoc reports to monitor federal survey activities to ensure time compliance with the CMS MPD and SOM guidelines.
- Analyze data from various federal databases such as Aspen Central Office (ACO), Aspen Complaints Tracking System (ACTS), iQIES and CASPER Reports to evaluate survey activities performance and compliance with CMS requirements.
- Analyze on-going federal survey activities performance and compliance with CMS requirements.
- Recommend to section managers modifications to the federal survey schedules to ensure timely compliance with CMS MPD and SOM requirements.
- Maintain program survey data necessary to meet the federal program reporting and evaluation requirements including initial certification survey target dates, recertification survey target dates, validation survey target dates, complaint survey target dates, onsite survey entrance and exit dates, state agencies' statement of deficiencies (SOD) reporting dates, providers' plan of correction (POC) due dates, revisit dates, and survey kit upload dates.
- Ensure timeliness of onsite surveys of providers and the POC when provider is found noncompliant.

Duty 3

General Summary:

Percentage: 5

Perform other duties as assigned by section manager, division director, or bureau director.

Individual tasks related to the duty:

- Assist division director and section managers in developing and revising division-wide policies and procedures.
- Represent division and bureau at various department meetings and workgroups as assigned.
- Special project work as assigned by the division or bureau directors.
- Provide training for new surveyors.
- Assist as needed when other duties are assigned.

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

This position analyzes, assesses and processes annual federal certification survey requirements. Independent decisions are made when an assignment is received which can be accomplished following current practice, procedures, regulations, and interpretation of Bureau policies to select a proper course of action. Covered health care providers and their patients are affected by these decisions.

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

Decisions that require supervisor's review include circumstances where federal laws and rules are vague or undefined, as well as programmatic and administrative changes that may impact other areas of the bureau or department as well as problems or situations arise that are unique or new.

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.

Minimal physical activities 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.

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?

yes

23. What are the essential functions of this position?

This departmental analyst is responsible for analyzing and determining federal enforcement remedies for Medicare/Medicaid certified provider/supplier types in Michigan that are regulated by the Bureau of Survey and Certification on behalf of the Centers for Medicare and Medicaid Services (CMS) for the purpose of protecting the health, safety and welfare of individuals receiving care through the various covered providers. This position calculates, determines and recommends appropriate penalty amounts according to federal guidelines, including the number of residents involved and seriousness of deficiency. This position is responsible for analyzing, enforcement cycles and survey workload in accordance with CMS federal regulations and the federal State Operations Manual (SOM) guidelines.

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

Establish

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

The Bureau of Survey and Certification certifies a variety of state providers and suppliers to participate in the Medicare and Medicaid programs on behalf of the Centers for Medicare and Medicaid Services as the State Agency for Michigan.

This position is responsible for analyzing and determining enforcement remedies for federal enforcement cases for all of Michigan's Medicare/Medicaid certified provider types as well as administering, tracking, analyzing, monitoring and reporting on the enforcement cycles and federal survey and certification activities of these facilities.

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:

- Broad knowledge of federal regulations
- Good analytical thought process
- Good communication skills
- Computer experience with a variety of software including databases

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

PAIGE EMMONS

4/4/2025

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