

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Child Care Licensing
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Central Support Division
5. Working Title (What the agency calls the position) Health and Safety Analyst	11. Section Central Support Office
6. Name and Position Code Description of Direct Supervisor ELLINGTON, LATANYA; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor STURDIVANT, MONICA; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 105 W Allegan St, Lansing, MI 48933 / Monday-Friday 8am- 5pm

14. General Summary of Function/Purpose of Position This position will be responsible for program planning, evaluation of rules, policy, and procedures to ensure compliance with child day care licensing requirements. This position acts as a support to the regional health and safety consultants. This position is also responsible for interpretation of current and proposed statutes, policies, procedures, administrative rules, and principles of regulatory administration for the purpose of developing policies and procedures and answering inquiries for 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: 30**

Research, designs, and implements health and safety training initiatives within the area of responsibility and serves as the primary trainer and consultation for internal and external partners.

Individual tasks related to the duty:

- Designs and develops resource documents, and communication materials, i.e., Power Point presentations and assist with and participate in speaking engagements.
- Serves as a liaison for training for health and safety initiatives within their region of responsibility.
- Assesses training needs based on research conducted within the work area.
- Researches and collects information and data from policy and statutes to determine and updates the program procedures, supported by policy and statute, that provide for efficient training materials.
- Analyzes on-going trainings and materials and recommends modifications to achieve greater efficiency and effectiveness.
- Maintains and tracks program deliverables for all areas of responsibility including performance outcomes and budget.
- Collects data and regional reports; develops, prepares, and presents ongoing monthly reports to maintain documentation and effective communication on progress toward training program goals.
- Provides consultation to and coordinates with program partners and contractors on the day-to-day program training.
- Provides interpretation and/or explanation of programs goals, strategies, and guidelines as needed.
- Collects and interprets data and develops and oversees training plan based on regional need.

Duty 2**General Summary:****Percentage: 30**

Interpretation of current and proposed statutes, policies, procedures, administrative rules, and principles of regulatory administration for the purpose of developing policies and procedures, and answering inquiries for internal and external stakeholders.

Individual tasks related to the duty:

- Interprets existing and proposed laws, policies, procedures, and Administrative Rules as they relate to the work area.
- Evaluates licensees and applications in determining compliance with state requirements surrounding child day care law and rules as well as policy.
- Acts as the forward-facing liaison providing direct assistance to various state agencies, licensees, applicants, staff members, individuals representing licensees, and officials at the federal, state, and local levels.
- Following a thorough review, develops responses to request information from internal and external partners.
- Analyze and prepare of bills and statutes related to child day care.
- Develops and recommends alternative policies, procedures and/or administrative rules to address and resolve a variety of issues and problems.

Duty 3**General Summary:****Percentage: 30**

Support the Lead Health and Safety Consultants' efforts to provide information and technical support to the CCLB staff and child care providers regarding utilization of the child care database.

Individual tasks related to the duty:

- Maintain awareness of federal requirements and ensure system is in compliance.
- Provide help desk support including but not limited to, triage incoming requests, resolve basic issues, escalate complex issues with complete documentation, and assist with account access.
- Monitor shared inboxes, route requests to the appropriate staff, track response times, and follow up on outstanding requests.
- Track enhancement requests and their implementation status.
- Support user acceptance testing (UAT) activities including drafting user stories.
- Create and update Standard Operating Procedures (SOPs), develop and maintain CCHIRP user guides, manuals, and other resource materials.
- Maintain knowledge bases and FAQs.
- Monitor project timelines and follow up on deliverables.
- Track system issues and produce weekly status reports.
- Assists with the development of CCHIRP system enhancements.
- Track enhancement requests and their implementation status.
- Assist with release readiness and reparation.

Duty 4**General Summary:****Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Maintains list of approved inspectors on CCLB website.
- Conducts special projects and studies.
- Provides consultation to prospective applicants.
- Other duties as assigned.

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

This position involves substantial independent decision-making related to analysis, creation, and dissemination of data, metrics, and timeliness reports for various programs and case types within CCLB. CCLB staff, the departments, and agencies served by CCLB and the public are affected by the accuracy of the decision making that this position entails. Compliance determination for various rules requiring professional judgment in the area of child care licensing, determining reasonable time frames for a plan of correction given a variety of unique factors, developing technical assistance and consultation materials and presentations, and verbal presentation of investigative findings to the license. Responding to inquiries related to child care licensing policy, administrative rules, the interpretation of data, and response to correspondence, phone calls and emails from internal and external customers. These decisions have an impact on staff enforcement and licensee compliance with administrative rules.

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

Decisions that require the supervisor's review include circumstances where state laws and administrative rules are vague or undefined, as well as programmatic and administrative changes that may impact other areas of the Bureau or department. All matters of serious consequences, have legal, political or media sensitivity will also require supervisory review.

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.

The job does require bending, stooping, climbing to conduct physical plant inspections. The job also involves the inspection of facilities that could provide care to persons with communicable diseases. Statewide travel may be required. Environmental conditions are not out of the ordinary, other than driving in severe weather conditions.

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):

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|---|--|
| ☐ 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 position will be responsible for program planning, evaluation of rules, policy, and procedures to ensure compliance with child day care licensing requirements. This position acts as the primary trainer for the regional health and safety programs. This position is also responsible for interpretation of current and proposed statutes, policies, procedures, administrative rules, and principles of regulatory administration for the purpose of developing policies and procedures, and answering inquiries for internal and external stakeholders. This position may require statewide travel.

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

Updating to add a duty which includes IT system support for the utilization of the child care database.

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

The Child Care Licensing Bureau is responsible for state licensure and monitoring of child care homes and centers. This position is responsible for assisting the Bureau in managing data analysis for state licensure and suggest changes where necessary based on data and information researched and analyzed by this position. The Bureau is also responsible for the development of legislation, the promulgation of administrative rules for each type of facility regulated and the development of policy and procedures.

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:

- Knowledge of the principles and practices of research and analysis.
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- 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 programs or services.
- Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.
- Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.
- Knowledge of the economic, social, political, and business conditions of the state.
- Knowledge of the legislative process and governmental organization and structure.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Ability to prepare requests for proposals and program agreements.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to learn and utilize computer processes.
- Ability to design forms.
- Ability to maintain favorable public relations.
- A comprehensive knowledge of administrative rules, principles of regulatory administration and child development.
- This person must have a good working knowledge and understanding of the needs and services required in child care.
- Basic organizational, administrative, and management skills; ability to write and speak clearly; ability to work with computer technology to process licensing actions, tact, and ability to meet with people; and the ability to interpret child care licensing policy and procedures to the public.
- Knowledge of other departmental programs, i.e., community placement programs would be essential.
- This person must also be able to operate independently with minimal supervision.
- The ability to make sound judgements when dealing with licensing and/or administrative issues; bureau staff and the public; ability to work independently; ability to see both sides of the problem or situations; an ability to make sound recommendations regarding child care policy, rules, and procedures; ability to prioritize work and presenting problems and the need to determine intervention techniques for quick problem resolution.

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.

N/A

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

MICHAELA CAREY

7/30/2026

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