

**State of Michigan
Civil Service Commission**

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

Position Code

1.PBHCST2AA49R

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-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health and Wellness
4. Civil Service Position Code Description Public Health Consultant-2A	10. Division Maternal and Infant Health
5. Working Title (What the agency calls the position) Early Hearing Detection & Intervention (EHDI) Program Consultant	11. Section PERINATAL AND INFANT HEALTH SECTION
6. Name and Position Code Description of Direct Supervisor KOVALCHICK, KIMBERLY A; PUBLIC HEALTH CONSLTNT MGR-2 14	12. Unit Infant Health Unit
7. Name and Position Code Description of Second Level Supervisor THOMPSON. DANIEL H; STATE ADMIN MANAGER	13. Work Location (City and Address)/Hours of Work Elliott Larsen Building, 320 S. Walnut, Lansing, MI 48909 / 8:00am-5:00pm M-F

14. General Summary of Function/Purpose of Position

This position serves as the statewide consultant for the complex public health initiative to improve the early hearing detection and intervention system which screens and enrolls infants identified as deaf and/or hard of hearing in early intervention services. This position assures that EHDI programming is aligned with Department priorities and grantee expectations of the Centers for Disease Control (CDC) and the Health Resources and Services Administration (HRSA). Responsibilities include budget and grant development, program planning, monitoring, evaluation and reporting. This position also has primary responsibility for MDHHS initiatives related to hearing loss in infants and provides technical assistance to program partners and other State agencies.

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: 60

Provides statewide consultation and leadership in best practices for the Early Hearing Detection & Intervention (EHDI) program through collaboration with public, private, governmental and non-governmental agencies to implement EHDI initiatives throughout Michigan. Oversee and coordinate the successful implementation of the EHDI HRSA federal grant. Plan, organize, direct and coordinate implementation and monitoring of program activities. Develop policies and procedures, budgets and program plans for administrative review.

Individual tasks related to the duty:

- Provide expert consultation and technical assistance to facilitate implementation of universal newborn hearing screening and intervention programs statewide.
- Provide expert consultation to internal and external partners relative to hearing loss, amplification, language assessment, intervention, family-centered practices, speech and language development for infants and young children who are deaf and hard of hearing.
- Develop goals and objectives for state and local newborn hearing screening and intervention programs.
- Prepare and deliver presentations on program activities and issues related to the importance of early identification and appropriate intervention services for deaf and hard of hearing children.
- Coordinate trainings, workshops and conference programming targeting stakeholders in the deaf and hard of hearing field, including parents and professionals.
- Provide expert consultation to the development of educational materials, manuals, professional standards and guidelines.
- Work in collaboration with other state and local stakeholders to reach program goals, such as the Department of Education, Children's Special Health Care Services, Medicaid, birth hospital programs, local school districts, health care providers and other Department of Health and Human Services programs.
- Chair EHDI Advisory Committee.
- Provide leadership for the Department on statewide committees related to early hearing detection and intervention.
- Develop program related policies and procedures.

Duty 2

General Summary:

Percentage: 20

Oversee the development and review of proposals, selection of grant and contract awards, contractor's budgets and preparation of funding distribution plans. Plans, organizes, directs and coordinates contract oversight for contractor's carrying out program related work.

Individual tasks related to the duty:

- Prepare budgets, work plans and reporting requirements related to contractual agreements.
- Direct, plan, organize and evaluate the development of federal grants and contractual requirements to meet all program funding and programming requirements.
- Provide leadership in developing supplemental internal and external grant applications and/or Funding Opportunity Announcements (FOAs) that will provide additional funding opportunities for program initiatives.
- Coordinate the development and implementation of grant project activities, work plans, and future projects.
- Confer with intra and inter-departmental programs, federal consultants and administrators to assure program and funding requirements are understood and met.
- Assures all federal, state, legislative and clinical reporting requirements are met.
- Provide consultation and technical assistance to contracted agencies to assure successful program implementation.
- Complete program monitoring, including necessary site visits to contracted agencies, evaluation of performance, identifying compliance issues, assisting agencies to identify corrective actions and assure complete and accurate reporting.

Duty 3

General Summary:

Percentage: 15

Develop, implement and maintain methods to perform program monitoring and evaluation, including data analysis and report development to assure maintenance of program standards.

Individual tasks related to the duty:

- Analyze program data to determine effectiveness of program initiatives.
- Direct the development and implementation of monitoring and quality assurance standards and criteria.
- Conduct planning, implementation and evaluation of activities related to program development and operations.
- Collaborate with Lost to Follow Up Consultant, Data Analyst and Epidemiologist to collect data for the purposes of reporting, program evaluation and improvement.
- Perform analysis and reporting of metrics regarding incidence and trends of children screened, diagnosed and enrolled in intervention to state and federal agencies.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned by management

Individual tasks related to the duty:

- Prepare reports and compose correspondence related to the program.
- Participate in program, Division and Department meetings upon request.

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

Independently interpret regulations, policies and laws relating to early hearing detection and intervention. Develop program work plans, budgets, program evaluation and provision of technical assistance. Disseminate information to service providers and direct the development of program guidelines. Those affected by decisions include program and management staff, local program partner agencies, other department programs, and the general public.

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

Media contacts, approval for grants, exceptions to designated policies and practices, correspondence and reports, grant development and submission, contract approval and policy development.

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.

Statewide travel required on a limited basis.

Occasional national travel.

Frequent assignments with short deadlines.

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 public health consultant is primarily responsible for the statewide consultation and coordination of activities related to the Early Hearing Detection and Intervention (EHDI) program. This consultant must exercise considerable independent judgment to direct program guidelines. The consultant provides consultation and technical assistance to internal and external partners and has responsibility for budget development, program planning, and policy and procedure development. This position also coordinates program evaluation, monitoring, reporting and grant development.

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

No changes.

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

The Infant Health Unit is responsible for the department's efforts to address the health and service needs of the maternal/perinatal and infant population. The goals are to reduce infant morbidity, reduce infant mortality and eliminate infant mortality disparity. One focus area within the unit, the Early Hearing Detection and Intervention (EHDI) program, involves the promotion of universal newborn hearing screening, with subsequent diagnosis and early intervention for infants identified with a hearing loss. This position provides the leadership and coordination of the EHDI program. The EHDI program is the department's focal point for addressing state goals and objectives related to promoting early hearing detection and intervention.

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

EDUCATION:

Possession of a master's degree in public health or a public health related field such as nursing, epidemiology, health education, dietetics/nutrition management, genetics, or speech and audiology; a master's degree in public administration with a health care administration concentration; a master's degree in social work with concentration in community organizations/settings; master's degree in counseling with concentration in community agencies, or masters degree in special education with specialization in blind/visual disabilities.

EXPERIENCE:

Public Health Consultant 13

Four years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including two years equivalent to a Public Health Consultant P11 or one year equivalent to a Public Health Consultant 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of hearing loss, amplification, language assessment, intervention, family-centered practices, speech and language development.

Knowledge of specialized techniques of early intervention related to deaf and hard of hearing infants and children.

Knowledge of the scope, objectives, functions and principles of local consultation and health care.

Knowledge of community organization.

Knowledge of the activities of educational and social agencies as related to local health care.

Knowledge of local health department practices and their relationships to state government.

Ability to evaluate health care programs and facilities according to prescribed standards.

Ability to analyze health care needs, and to plan, develop, and promote nursing care or health care programs.

Ability to analyze and interpret complex health care related data.

Ability to coordinate work efforts involving multiple disciplines and agencies.

Ability to provide leadership to other professionals in health care and related fields.

Ability to identify training needs, plan and conduct training workshops and meetings.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan driver's license.

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.

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