

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) Specialty Behavioral Health Services
4. Civil Service Position Code Description Epidemiologist-A	10. Division Substance Use, Gambling and Epidemiology
5. Working Title (What the agency calls the position) Substance Use and Gambling Epidemiologist	11. Section Gambling and Epidemiology
6. Name and Position Code Description of Direct Supervisor OH, SU MIN; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor SMITH-BUTTERWICK, ANGELA J; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Lansing, MI / 8:00am - 5:00pm, Monday - Friday

14. General Summary of Function/Purpose of Position

As the Substance Use and Gambling Epidemiologist, this position is responsible for epidemiological work related to substance use disorder (SUD) and Gambling Disorder, prevention, treatment, and recovery. This position is responsible for studying the development and spread of substance use and gambling to identify vulnerable regions of Michigan, as well as risk factors and strategies to impact services. This position is responsible for collecting and analyzing data for the division's required needs assessments, identification of vulnerable regions, implementation strategies, working collaboratively with Behavioral Health Treatment Episode Data Set (BH TEDS) and Vital Records team to interpret data sets, and providing data and research to stakeholders as requested. The position is the sole subject matter of SUD epidemiologist to study the disease of addiction related to alcohol, tobacco and other drugs, and gambling use. This position compiles reports on SUD and gambling related trends for the public, and manages workgroups related to epidemiology, data and outcomes.

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: 50

As the substance use and gambling epidemiologist, conducts comprehensive data review and leads statewide and local gambling and substance use disorder (SUD) prevention and treatment needs assessment for Substance Use, Gambling, and Epidemiology (SUGE) Division Strategic Plan development and grant applications.

Individual tasks related to the duty:

- Conduct comprehensive inventories, review and analysis of existing data and other information for analysis of gambling and substance use to identify trends and high-risk regions and populations.
- Interpret and disseminate results of investigations, special studies, and analyses of gambling and substance use related outcome data.
- Research and assist with the development of strategic plan and prevention and response strategies to prevent the onset and reduce the progression of gambling and substance use disorders including access to online gaming and sports betting, alcohol, tobacco and other drugs across the lifespan.
- Maintain records and produce complex statistical data reports, special reports, and related correspondence as needed.
- Work with the contractor to maintain central data repository website hosting state and local SUD related data.
- Monitor SUD related state policy, including changes at the federal level, newly introduced legislation or administrative rules.
- Assess the social, economic, operational and organizational implications of existing SUD policies and program decisions.
- Make recommendations for needs assessment, future planning and implementation of SUD policy and programming, based on research of the data analytics collected at the state and federal level.
- Research and evaluate the planning and implementation activities related to SUD policy and programming.

Duty 2

General Summary:

Percentage: 40

Lead epidemiological work related to substance use disorder (SUD) and overdose prevention, treatment and recovery.

Individual tasks related to the duty:

- Perform epidemiological and statistical analyses for development of the State Epidemiological Profile and identify strategies that will impact SUD policy and programming.
- Ensure accurate sampling of tobacco retailers for inspection surveys, analyze submitted results of inspection surveys, and complete the annual report for federal funders.
- Prepare and provide data required for federal Block Grant reporting and central data repository.
- As the lead population-based SUD specialist, manage the activities of the State Epidemiological Outcomes Workgroup (SEOW), communications related to SEOW, and review data submissions by SEOW members for presentation to the SEOW.
- Work closely with Prevention Workgroup, Older Adult Wellbeing Workgroup and other workgroups/committees supporting relevant epidemiological research and analyses.
- Coordinate with the lead evaluator for discretionary grant projects on process and outcome data analytics and evaluation activity of other projects.
- Provide technical assistance to regional mental health entities, community coalitions and community collaboratives on SUD data analytics and related products.
- Complete responses for data requests as needed.

Duty 3

General Summary:

Percentage: 10

Coordinate with other staff within the division supporting publication and reports.

Individual tasks related to the duty:

- Review and edit work of specialists and analysts within the division and sections to ensure data quality in publication and reports.
- 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.

Employee makes independent decisions related to in-depth exploratory analyses regarding gambling, SUD and other programmatically relevant analyses. These decisions will be made within the context of the goals and objectives and SUGE policies and procedures. The decisions affect the function of the SUGE Staff, Federal Grant Project Staff, as well as the Prevention Workgroup, the SEOW and other advisory committees, regional mental health entities, coalitions and community collaboratives.

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

Employee is expected to consult with supervisor when establishing new priorities and direction, or when in need of clarification of policies, priorities and direction for presentation to parties affected by the Federal Grant Projects. All recommendations, products and reports developed by the position for distribution to the affected agencies will be subject to supervisor's 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.

There will be limited day travel; occasional overnight stays and out-of-state meetings. Duties may include the use of a personal vehicle and or state vehicle. The stress level varies dependent on multiple assignments with short timeframes.

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?

The position plays a critical role in behavioral health by investigating SUD patterns, conducting research, and implementing interventions to protect communities. Their work combines analytical research, field investigations, and behavioral health policy development. This position works with Federal and State Grant Projects, other department agencies, other state departments, and regional mental health entities on the methods and procedures for implementing epidemiological investigation and analyses for the purpose of determining statewide and local gambling and substance abuse prevention and treatment needs. This position also contributes to the development of a statewide and community level planning framework that is effective in responding to prevention and treatment needs.

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

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

SUGE is responsible for providing funding, policy development and oversight of statewide implementation of gambling and substance use disorder prevention, treatment and recovery services, and ensuring that quality and compliance requirements are met. This position is essential to the primary function of population-based SUD in SUGE.

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 with a major in epidemiology or public health with a minimum of 8 semester (12 term) graduate-level hours in epidemiology and biostatistics courses.

EXPERIENCE:

Epidemiologist 12

Three years of professional experience carrying out a variety of surveys, investigations, tests, and analyses of human disease and chronic health conditions, including one year equivalent to an Epidemiologist P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent organizational, data management, data programming, and analytical skills
- Skills in data analysis, presenting, and communicating with a wide range of audiences and/or stakeholders
- Excellent communication and writing skills
- Self-motivated, able to complete work in a timely manner and handle multiple tasks at one time
- Skill in leadership, problem solve, seek answers, work in a team
- Proficiency in SPSS
- Additionally, as listed on CSC Job Specification
- 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:

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.

none

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

WHITNEY HENGESBACH

Appointing Authority

8/18/2026

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