

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTA

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 Departmental Analyst-A	10. Division Division of Child and Adolescent Health
5. Working Title (What the agency calls the position) Home Visiting Program Analyst	11. Section Home Visiting Section
6. Name and Position Code Description of Direct Supervisor KOSTELEC, TIFFANY; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor TARRY, CARRIE L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work / 8-5

14. General Summary of Function/Purpose of Position

This position is the recognized resource for the Home Visiting Section's grants and contracts, including the Michigan Maternal, Infant, Early Childhood Home Visiting (MIECHV) program grant, the Families First Prevention Services Act (FFPSA) grant, and general state funds, as well as associated reporting to federal and state funders. MIECHV is a federally funded grant promoting the delivery of evidence-based early childhood home visiting services and the state and local infrastructure needed for quality implementation to support families to achieve outcomes. FFPSA is a federally funded grant that supports the connection of families impacted by child welfare to preventive services such as home visiting. This position is responsible for monitoring the State of Michigan home visiting contracts and related funding allocated to the Home Visiting Section. This position is responsible for developing and monitoring contracts within the Home Visiting Section and completing sub-recipient monitoring of contracted agencies. This position will complete a variety of administrative research and analysis assignments for the purpose of assessment, planning, management, and implementation of home visiting programming. The Program Analyst will work in close collaboration with the Home Visiting Section Manager and the Financial Specialist and will coordinate with other section staff frequently. This position will establish and monitor contracts for compliance with departmental policies and procedures related to grant program plans and budgets, complete annual risk assessments of grantees, conduct site visits, assist with all sub-recipient monitoring activities, and assist with updating the section's sub-recipient monitoring plan to meet grant requirements, as needed.

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: 40

Recognized resource for all program contracts for the Home Visiting Section.

Individual tasks related to the duty:

- Coordinate development of program specific contract language with the Section Manager and other staff.
- Write and distribute all communication to grantees regarding contract procedures and perform all tasks in alignment with the Bureau of Finance and Accounting schedules.
- Approve monthly/quarterly work plan and status reports, in conjunction with the section Model Consultants, in the MDHHS Electronic Grants Management System (EGrAMS).
- Provide technical assistance to grantees regarding the use of the EGrAMS system.
- Utilize information from the grantee annual final financial status reports to create the historical grantee spending spreadsheet. Consult with the Financial Specialist to identify potential allocation changes.
- Provide training to Home Visiting Section staff as appropriate regarding contract requirements.
- Serve as program liaison to the Division contract staff and MDHHS grants and purchasing department.

Duty 2

General Summary:

Percentage: 30

Conduct sub-recipient monitoring of all grantees according to the Home Visiting Section sub-recipient monitoring plan.

Individual tasks related to the duty:

- Complete annual MDHHS Risk Assessment for all existing and new grantees and develop annual monitoring plan for approval by Financial Specialist and Home Visiting Section (HVS) Manager.
- Conduct site visits for sub-recipient designated grantees based on the HVS sub-recipient monitoring plan, including review of grantee expenditures and allowable/allocable costs.
- Prepare and submit site visit reports to Financial Specialist and HVS Manager for approval. Provide written copy of report to grantees within established section timelines.
- Develop Site Improvement Plan (SIP) for grantees with identified findings as needed.
- Track and monitor compliance with SIP activities per the established timeline.
- Provide analysis of contract performance and make recommendations to Section Manager for modifications to sub-recipient plan.
- Complete annual update of sub-recipient monitoring plan as needed and prepare for submission in required federal grants.

Duty 3

General Summary:

Percentage: 20

Assist with annual grantee funding application process.

Individual tasks related to the duty:

- Consult with HVS Model Consultants to document review of annual workplans within the established timeline.
- Support grantees to complete annual application
- Develop templates and materials to assist grantees with documenting annual FTE calculations.
- Work with HVS Model Consultants to cross check annual grantee budget submissions with staffing FTE expectations and provide notice to the manager of any grantees not in alignment with expectations.
- Assess contract budgets submitted by potential grantees and grantees requesting additional funding to present recommendations to manager and financial specialist for contract allocations.
- Create, and review at least annually, recorded webinars on MDHHS contract application procedures for grantees including review of allowable and allocable program costs.

Duty 4

General Summary:

Percentage: 10

Additional duties as assigned.

Individual tasks related to the duty:

- Participate in the collection and submission of requested data for federal site visits that occur every 3-4 years.
- Collect Medicaid Outreach data from applicable grantees and submit to budget liaison to track Medicaid eligible clients for federal match purposes.
- Participate in professional development activities and required trainings at the Division, Bureau, and Departmental level.

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.

- Exercises discretion and independent judgment with respect to review and approval of all contract reports after initial training period of three months, impacting the section's assessment of appropriate spending practices. Inaction may result in unallowable expenditures.
- Exercises discretion in determination of findings from site visits, with the expectation that the section manager will review all final decisions. Inaction may result in lack of clarity regarding grantee performance.

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

- Final sign off of all grantee site visit findings.
- All final contract language.
- Any determination of additional expenditure documentation necessary to submit by a grantee with monthly reporting
- Recommended program FTE changes as a result of the grantee FTE annual 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.

- Work is generally completed in a remote location that must be located within the State of Michigan, with daily use of personal computer and virtual technology for phone calls and meetings.
- Periodic travel, primarily in-state.
- Minimum physical demand.
- Short time frames for assignments that can result in considerable stress.
- Occasional need for work in the evenings and on weekends.

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?

New position

23. What are the essential functions of this position?

- This position is responsible for all program contracts for the Home Visiting Section
- This position is responsible for the monthly and quarterly review of grant system reports and all related communication to grantees.
- This position is responsible for conducting the annual risk assessment for grantees.

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

New position.

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

The work area is comprised of public health, early childhood, and collaborative programs that are a part of the state's comprehensive early childhood system. Each program contributes to the system in a unique way, and this position plays a key role in supporting and aligning home visiting efforts that are part of the early childhood health system. Division of Child & Adolescent Health, which provides an array of public health programs and initiatives aimed at meeting the health and wellness needs of young children, school-aged children, adolescents, young adults, and families.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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:

As listed on the Civil Service job specification. In addition:

- Experience with public health, early childhood programs and community organizations is desired.
- Personal or professional experience with home visiting programs/services is desired.
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Knowledge of sub-recipient and contract monitoring.
- Ability to prepare program agreements and contract language.
- Ability to learn and use new computer/technology processes.

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.

N/A

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

CANDACE EWING

3/11/2025

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