

**State of Michigan
Civil Service Commission**

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

Position Code

1. HUMRDEVE

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 Community and Health Systems
4. Civil Service Position Code Description Human Resources Developer-E	10. Division Health Facility Licensing, Permits, and Support Division
5. Working Title (What the agency calls the position) Human Resources Developer	11. Section State Licensing Consultative Section
6. Name and Position Code Description of Direct Supervisor SCHEFKE, ANDREW J; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HOSEY, HEATHER; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 W, Ottawa St., Lansing, MI / 8:00AM-5:00PM, Monday-Friday

14. General Summary of Function/Purpose of Position

This position plans, develops and conducts comprehensive trainings for staff related to the mandatory federal and state requirements and consumer related issues. This position also plans, develops and conducts comprehensive consumer consultations, trainings, workshops, conferences and seminars related to the mandatory federal and state requirements to educate and provide consumer-focused information including regulatory requirements and consumer rights and processes such as understanding rights and filing a complaint to vulnerable populations being served by regulated facilities, agencies, programs, and individuals. Consumer groups include but are not limited to Deaf, DeafBlind, and Hard of Hearing individuals as well as an aged population and consumers with physical and behavioral limitations.

Regulated facilities, agencies, programs, and individuals include hospitals, hospices, nursing homes, homes for the aged, surgery centers, substance use disorder programs, qualified interpreters, nurse aides, and medication aides. Regulations include the Public Health Code, 1978 PA 368; Mental Health Code, 1974 PA 258; Deaf Persons' Interpreters Act, 1928 PA 204, applicable Executive Orders and State Administrative Rules.

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

Plan, develop and conduct comprehensive trainings for staff related to the mandatory federal and state requirements and consumer related issues.

Individual tasks related to the duty:

- Plan and develop staff trainings and informational resources including researching materials and preparing content and visual aids.
- Conduct comprehensive staff trainings, workshops, conferences, and seminars on state and federal laws, rules, and regulations and consumers related issues with clearly stated goals and objectives to assure compliance and consistency.
- Evaluate staff trainings and materials and recommend improvements, including the acquisition of external training assistance.
- Conduct surveys of staff, analyzes information, and prepares reports and correspondence.

Duty 2

General Summary:

Percentage: 30

Plan, develop and conduct comprehensive consumer consultations, trainings, workshops, conferences and seminars related to the mandatory federal and state requirements to educate and provide consumer-focused information including regulatory requirements and consumer rights and processes such as understanding rights and filing a complaint to vulnerable populations being served by regulated facilities, agencies, programs, and individuals.

Individual tasks related to the duty:

- Plan and develop comprehensive consumer consultations, trainings, workshops, conferences and seminars.
- Conduct comprehensive consumer, consultations trainings, workshops, conferences, and seminars.
- Conduct research and polling surveys to assist in evaluating existing consumer trainings and informational resources.
- Prepare summary reports and correspondence for leadership and make recommendations for training and educational resource improvement.
- Responsible for consumer communications to support compliance and promote public health and safety.

Duty 3

General Summary:

Percentage: 10

Assist with the operations of the State Licensing Consultative Section and perform other duties as assigned.

Individual tasks related to the duty:

- Assist with daily operation of the State Licensing Consultative Section as assigned by section manager.
- Develop, maintain, and update relevant portions of public web pages.
- Prepare reports and correspondence related to the work.
- Assist with organization, and maintenance.
- Assist section manager and division director in developing and revising section or division-wide policies and procedures.
- Represent the section, division, and bureau at various internal and external meetings and workgroups as assigned.
- Assist with special project work as assigned by the section manager, division director, or bureau director.
- 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 plans, develops and conducts trainings and evaluates trainings and materials required for consumers and staff. The section, division and Consumer groups could be affected, as research, analysis, and reports generated will be used to develop or modify internal policies and procedures, as well as consumer consultative services provided by the section, to ensure compliance with state requirements.

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

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

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. The job requires minimum walking, standing, and reaching related to common office work and large community meetings.

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 position plans, develops and conducts comprehensive trainings for staff related to the mandatory federal and state requirements and consumer related issues. This position also plans, develops and conducts comprehensive consumer consultations, trainings, workshops, conferences and seminars related to the mandatory federal and state requirements to educate and provide consumer-focused information including regulatory requirements and consumer rights and processes such as understanding rights and filing a complaint to vulnerable populations being served by regulated facilities, agencies, programs, and individuals.

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

Establishment.

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

The Health Facility Licensing, Permits, and Support Division oversees a variety of regulatory programs and comprises a statewide training unit which provides training and support services to health facilities in the state of Michigan in an effort to improve patient care and facility regulatory compliance. This position plans, develops and conducts comprehensive trainings for staff related to the mandatory federal and state requirements and consumer related issues. This position also plans, develops and conducts comprehensive consumer consultations, trainings, workshops, conferences and seminars related to the mandatory federal and state requirements to educate and provide consumer-focused information including regulatory requirements and consumer rights and processes such as understanding rights and filing a complaint to vulnerable populations being served by regulated facilities, agencies, programs, and individuals.

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:

Human Resources Developer 9

No specific type or amount is required.

Human Resources Developer 10

One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer.

Human Resources Developer P11

Two years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer 10.

Alternate Education and Experience**Human Resources Developer 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 techniques of staff development, training, and other programs.
- Knowledge of the theories of learning and motivation.
- Knowledge of planning and evaluating training and programs.
- Knowledge of various training and instructional materials and their uses.
- Knowledge of the methods of conducting training sessions.
- Ability to prepare and/or select training and program materials.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.
- Ability to evaluate and assess staff development, training, and other programs, and recommend methods of improvement.
- Ability to plan, develop and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development, training, and other programs.
- Ability to maintain records, and prepare reports and correspondence related to the work.

CERTIFICATES, LICENSES, REGISTRATIONS:

American Sign Language (ASL) Interpreter with Michigan Qualified Interpreter Certification, the Registry of Interpreters for the Deaf (RID) or certification in Board for Evaluation of Interpreters (BEI) preferred but other experience or training will be considered.

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

Appointing Authority

10/27/2025

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

Employee Date