

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPTALTAK41Y

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) Juvenile Justice Reform
4. Civil Service Position Code Description Departmental Analyst-A	10. Division
5. Working Title (What the agency calls the position) Senior Juvenile Justice Reform Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HOUSE, ERIN; DIRECTOR OF JUVENILE JUSTICE REFORM	13. Work Location (City and Address)/Hours of Work 235 S Grand Ave, Lansing, MI 48913 / Monday - Friday; 8am to 5pm

14. General Summary of Function/Purpose of Position

This position serves as a Senior Juvenile Justice Reform Analyst that develops and oversees juvenile justice reform implementation. Implementation includes tasks related to the following but not limited to: research and development for community and residential services and treatment in consultation to public/private Juvenile Justice facilities and programs, statewide, regarding treatment, service delivery, staff development and evaluation. Assistance with the workgroups, evaluation of best practices that can be incorporated to the reforms, meetings, content expert, and researching grant opportunities. Other functions as determined by Deputy Director and Director of Juvenile Justice Reform.

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: 35

Research and development for community and residential services and treatment in consultation to public/private Juvenile Justice facilities and programs, statewide, regarding treatment, service delivery, staff development and evaluation.

Individual tasks related to the duty:

- Proposes, develops and prepares materials and carries out special assignments relative to juvenile justice reform implementation.
- Collaborates with juvenile justice reform non-MDHHS stakeholders (i.e. SCAO, MAFCA, MAC, etc) to meet established goal and objectives for statewide juvenile justice reform implementation, programs, and services.
- Advises the deputy director and director of juvenile justice reform on reform efforts related to community and residential services and treatment in both public and private programs.
- Develop data tracking systems as required; produce reports on data as directed and provide analysis on juvenile justice reform efforts as directed.

Duty 2

General Summary:

Percentage: 35

Work with workgroups and provide evaluation of best practices that can be incorporated to the reforms, meetings, content expert, and recommends program policies and procedures.

Individual tasks related to the duty:

- Carries out comprehensive plan to implement juvenile justice reform throughout the state. Works directly with stakeholders, contractors, or other interested parties to facilitate accomplishment of program goals and objectives.
- Plans and implements an effective monitoring system of juvenile justice reform implementation metrics to ensure adherence to established policies and procedures, as well as to determine the need for further program training, technical assistance and/or policy/procedure revisions.
- Coordinate stakeholder meetings to obtain input and feedback on programming.
- Makes recommendations regarding current and/or future program initiatives as a result of findings.
- Interprets contract language and department policies and procedures, goals and directions to contractors, courts, department staff and other stakeholders.
- Represents the department at meetings, with courts, contractors, public organizations and advocacy groups.
- Writes informational literature to accurately describe the department's goals, objectives and programs for statewide juvenile justice reform efforts.
- Responds to correspondence relative to juvenile justice reform efforts.
- Coordinates and provides support and follow-up on action items for stakeholder workgroups for implementation of the juvenile justice reform efforts.
- Schedules workgroups, meetings with stakeholders, contractors, and/or other interested parties that may involve director and Deputy Director and Director of Juvenile Justice Reform attendance.

Duty 3

General Summary:

Percentage: 30

Other functions as determined by Deputy Director and Director of Juvenile Justice Reform.

Individual tasks related to the duty:

- Attend webinars, trainings and conferences to increase knowledge of juvenile justice reform measures.
- Research and analysis on grant opportunities for MDHHS juvenile justice programming impacting state and counties.
- Grant development and submission on behalf of juvenile justice programming.
- Legislative analysis on juvenile justice legislation.
- Assistance in available placement discussions and efforts for youth involved in the juvenile justice / child welfare system, including speaking with providers, researching facilities, setting up discussions, managing process for the development of program expansion on available bed capacity.
- 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.

Monitoring and managing stakeholder relationships and determining when communication should occur regarding moving workgroup activities forward. Drafting content for requests for proposals, contracts, communications, etc. for review and approval

by appropriate administration. Decisions made will affect the curriculums, trainings, programs and services provided regarding juvenile justice reform.

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

Official communications to MDHHS Administration. Communicating official MDHHS positions outside of MDHHS must be first be approved by the Deputy Director of Director of juvenile justice reform. Strategic decisions regarding reform implementation.

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.

Sitting, standing, walking, keyboarding, speaking and driving are used in the position. The typical environment is a standard office although the position will be hybrid. Standing and speaking are required when presenting training. A standard office environment, including a laptop computer with Adobe Acrobat Pro programming and ability to travel by automobile provides satisfactory functionality. This position may require travel, which may include overnights and out of state travel.

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 serves as a Senior Juvenile Justice Reform Analyst that develops and oversees juvenile justice reform implementation. Implementation includes tasks related to the following but not limited to: research and development for community and residential services and treatment in consultation to public/private Juvenile Justice facilities and programs, statewide, regarding treatment, service delivery, staff development and evaluation. Assistance with the workgroups, evaluation of best practices that can be incorporated to the reforms, meetings, content expert, and researching grant opportunities. Other functions as determined by Deputy Director and Director of Juvenile Justice Reform.

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 includes juvenile justice programs, policy and system development. This position serves as a Senior Juvenile Justice Reform Analyst that develops and oversees juvenile justice reform implementation.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Professional knowledge of the juvenile justice or child welfare systems.

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.

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