

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) Health and Wellness
4. Civil Service Position Code Description Nutrition Food Mgt Cnslt-A	10. Division WIC
5. Working Title (What the agency calls the position) Nutrition/Food Management Consultant	11. Section Nutrition Program & Evaluation
6. Name and Position Code Description of Direct Supervisor LOTHAMER, JULIE; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Consultation & Nutrition Services
7. Name and Position Code Description of Second Level Supervisor HANULCIK, KRISTEN; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 320 S. Walnut, Lansing / 8:00 a.m. – 5:00 p.m.
14. General Summary of Function/Purpose of Position	
<p>The consultant in this position is the recognized WIC State resource in the program areas of infant/child nutrition, nutrition risk, and dietary formulas, as well as infant formula manufacturer rebate contract management. Position establishes WIC policy based on Federal Regulations. This consultant is the lead coordinating with WIC Medicaid and CSHCS program representatives on federal required primary payer meetings. The consultant is responsible for providing technical assistance related to assignments in nutrition consultation and technical assistance to the WIC Division and local WIC agencies statewide for the formulary used by WIC programs. Consultant applies extensive knowledge of clinical nutrition principles and practices. Consultant is assigned to work with selected local WIC agencies and is responsible for ensuring that agencies are evaluated according to federal standards and receive appropriate training and technical assistance. The Consultant is responsible for assignments related to the MI-WIC computer system and for policy, training and collaboration in areas for which responsible.</p>	

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: 30

Serve as the division's formula lead, providing statewide leadership, expert knowledge, technical nutrition consultation and guidance in coordinating the planning, implementation and evaluation of formula authorization and food package benefits of the WIC program.

Individual tasks related to the duty:

- Serve as the statewide Formula lead, responsible for managing the WIC Division List of Authorized Formulas for use by WIC clients statewide.
- Demonstrate knowledge of clinical nutrition principles specific to infant, child and maternal populations, including the nutritional management of medical conditions requiring specialized formula intervention.
- Receive, track and process all local agencies, formula company and other entity requests for modifications to the WIC List of Authorized Formulas.
- Serve as the Division contact person for all formula company communications.
- Oversees the committee responsible for modifying the WIC Division List of Authorized Formulas for use by WIC clients.
- Keep abreast of industry changes in the national formula market and implement measures necessary to ensure seamless availability of WIC formula benefits to WIC clients statewide.
- Anticipate, plan and test the data system modifications necessary to support ongoing changes to the WIC List of Authorized Formulas, so that clients may successfully redeem WIC formulas statewide.
- Coordinate formula delivery to high risk infants, children, and maternal populations statewide by collaborating with other areas of the Department, including MIHP, Medicaid and CSHCS staff.
- Develop and maintain State formula authorization and food package policies, State WIC medical documentation forms for physicians and other health care providers, and other State WIC formula reference materials as needed with the assistance of the Food Package Program Area Lead.
- Evaluates, interprets, and implements federal rules and regulations to ensure all authorized formulas and issuance practices are compliant with USDA Regulations. Collaborating with USDA and other State formula leads as needed, to ensure State policies and formula practices are consistent with current best practices.
- Investigate and resolve client formula redemption issues statewide in collaboration with other division and data system staff.
- Develop and conduct or organize training courses and presentations on formula authorization or formula food package topics. Provide recommendations for training of local and State staff, including WIC Conference, CPA, Clerical and Coordinator trainings.
- Review, approve and maintain documentation of WIC Registered Dietitian staff credentials statewide, to ensure provision of nutrition high risk intervention to WIC clients is performed by qualified staff.
- Collaborate with state-contracted staff to advance knowledge of clinical nutrition principles and practices among WIC employees statewide.
- Participates in the Food Authorization Committee and assume responsibility for special projects as assigned.

Duty 2

General Summary:

Percentage: 30

Serve as the WIC division lead responsible High Risk Program Area lead. Utilizing clinical nutrition principles and practices provides technical nutrition consultation and guidance in coordinating the planning, implementation and evaluation of nutrition risk for the WIC program.

Individual tasks related to the duty:

- Review and make recommendations in the area WIC nutrition risk criteria.
- Evaluate, interpret and implement federal rules and regulations related to nutrition risk to ensure state practices and policies are in compliance with USDA regulations.
- Review and interpret additional guidance from USDA and plan implementation of USDA mandated nutrition risk revisions within the MI-WIC system.
- Maintain policies, procedures, and help documents for the WIC Program related to nutrition risk eligibility criteria.
- Anticipate, plan and test the data system modifications necessary to support ongoing changes to the mandated updates of specific nutrition risk criteria.
- Participate in the development of the accreditation and management evaluation tools for WIC nutrition services.
- Act as the MI-WIC Program Area Lead for nutrition risk, maintaining state and local agency data system functionality. Report bugs and offer suggestions for improved functionality, and aid in system testing as appropriate.
- Prepares materials for the annual WIC State Plan.

Duty 3

General Summary:

Percentage: 20

Serve as a local agency consultant to statewide assigned WIC agencies, promoting the WIC Division's goals and upholding WIC Program federal regulations and state policies and procedures.

Individual tasks related to the duty:

- Assist with comprehensive planning, budgeting and contracting processes.
- Monitor contract performance.
- Maintain records, reports and correspondence.
- Respond to local agency needs and requests.
- Analyze local agency program data.
- Conduct local agency management evaluations (ME) or ME follow ups, write ME reports, approve and monitor ME corrective action plans as requested.
- Coordinate with WIC Division staff on Nutrition Services Plan (NSP) preparation for assigned areas.
- Review and approve Nutrition Services Plans.
- Recommend program strategies to resolve problems.
- Provide or facilitate training needs.
- Provide information to WIC Division staff regarding assigned agencies.
- Provide coverage and timely response when serving as consultant duJour and Class III as assigned.
- Provide local agency consultation coverage by phone.
- Interpret local agency needs and recommend policy and procedure changes based on needs.

Duty 4

General Summary:

Percentage: 10

Serve as the WIC division lead responsible for the planning, implementation, and management of the infant formula manufacturer rebate contract in accordance with WIC program federal guidelines and state practices.

Individual tasks related to the duty:

- Serve as the Division Infant Formula Manufacturer Rebate Contract Lead, working in collaboration with Contracts and Grants, the DTMB and Attorney General's office staff to develop and implement infant formula contracts as required by federal WIC Program regulations.
- Oversee the competitive bidding process, ensuring the contract is awarded to the qualified bidder with the lowest total monthly net price, thereby allowing the maximum number of participants to be served by the WIC Program statewide.
- Organize and lead the Division task force responsible for implementing contract changes, including data system modifications necessary to support uninterrupted redemption of WIC contract formulas statewide.
- Oversee the successful communication of WIC formula contract changes to local WIC agencies, WIC vendors, physicians, hospitals and other State programs to facilitate client transition statewide.
- Collect, analyze and validate accuracy of contract formula redemption data. Collaborate with Division data experts to correct data system errors as needed.
- Assist in preparing and verifying the Infant Formula Manufacturer Rebate Billing Reports monthly and process Contractor invoices in collaboration with Accounting. Ensure invoice revenue (exceeding \$50 million dollars annually) is accurate and received in timely fashion.
- Prepares formula redemption data monthly for inclusion in USDA federal Program required reports.
- Maintain appropriate records and adhere to all department, administration and division policies and procedures.

Duty 5

General Summary:

Percentage: 10

Serve on committees and work groups, represent the Division at meetings and assume responsibility for special projects as assigned. Contribute to development of criteria, standards, guidelines, evaluation methods, policies and procedures. Approve statewide requests for special nutritional formulas.

Individual tasks related to the duty:

- Maintain appropriate records and adhere to all department, administration and division policies and procedures.
- Participate in Section and Division meetings and workgroups, such as the ad hoc Local Agency Training Workgroup, Nutrition Education Workgroup, etc., and represent the Division as requested for external meetings and projects.
- Review and approve Class III formula requests.
- Interact positively and cooperatively with other departments and organizational representatives in areas of collaboration.
- Contribute to the development of criteria, standards, guidelines, evaluation methods, and policies and procedures.
- Complete 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.

Independent decisions are based on existing policy and procedures for the WIC Program. The consultant makes independent decisions regarding local WIC agency compliance with existing policy and decides when the policies are applicable. Decisions affect WIC participants, local agency staff, food companies and information provided on forms, in correspondence and trainings.

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

Supervisory review is required for development of new policies or revision of existing policies. Supervisory review is required for decisions not covered by existing policy or procedure. Supervisory review is required for the development of communication and training materials.

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 – frequent Standing – occasional
Walking – frequent Carrying boxes – occasional
Environmental Conditions – very rare exposure

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 essential duties of this position are to provide nutrition knowledge to the WIC Division and to local agencies related to infant/child/maternal nutrition, special dietary formulas, contract formula redemption contract rebate, and nutrition risk. This includes the development of policies, procedures and materials to meet the needs of local agencies and other programs related to these content areas.

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

This position has been revised to reflect the independence, expertise and lead work in the program area after completing two years in the position. Employee has shown ability to function independently and perform tasks in a lead role.

This position was last reviewed in 2018 when it was downgraded from the A-level to the E-level for recruitment purposes. Since last review, the incumbent has shown ability to function independently and perform tasks in a lead role. This position, at the advanced level, functions as the recognized resource for the statewide WIC program areas of infant/child nutrition, nutrition risk, and dietary formulas, as well as infant formula manufacturer rebate contract management. All functions of recognized resource/lead roles have been added back into the PD. Additionally, required DEI language has been added.

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

The function of the consultation and nutrition services unit is to provide local WIC agencies with nutrition and health program policy and guidance for implementation of the WIC program. This position provides nutrition expertise in the area of infant/child/maternal nutrition and special dietary formulas, and nutrition risk as well as other components of the WIC program.

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 human nutrition, public health, or institution administration.

EXPERIENCE:

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Three years of professional (post-master's) experience equivalent to a Nutrition/Food Management Consultant, including one year equivalent to a Nutrition/Food Management Consultant P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed in the Civil Service job specifications. In addition:

- Knowledge of methods used to plan, develop, analyze, implement, and evaluate nutrition and public health programs.
- Ability to participate in planning health programs and developing policies and procedures.
- Knowledge of human nutrition and clinical nutrition principles and practices related to maternal and child nutrition, including specialty nutritionals and formula.
- Ability to speak before groups and communicate effectively with others.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to maintain favorable public relations.

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:

Must be a Registered Dietitian.
Valid state of Michigan driver's license is preferred.

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