

<b>1. Position Code</b>
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**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Department of Health & Human Services
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Health and Wellness
<b>4. Civil Service Classification of Position</b> Nutrition/Food Management Consultant 10-E	<b>10. Division</b> WIC
<b>5. Working Title of Position (What the agency titles the position)</b> Nutrition Consultant	<b>11. Section</b> Nutrition Program & Evaluation
<b>6. Name and Classification of Direct Supervisor</b> Julie Lothamer, Public Health Consultant Manager 14	<b>12. Unit</b> Consultation & Nutrition Services
<b>7. Name and Classification of Next Higher Level Supervisor</b> Kristen Hanulcik, State Administrative Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b> 300 S. Walnut, Lansing 8:00 a.m. – 5:00 p.m.

**14. General Summary of Function/Purpose of Position**  
The consultant in this position will work in developing capacity in the program areas of infant/child nutrition, nutrition risk, and dietary formulas, as well as infant formula manufacturer rebate contract management. Position coordinates with Nutrition and Public Health Consultants to establish WIC policy based on Federal Regulations. Coordinates with WIC partners, including Medicaid and CSHCS program representatives. The consultant is responsible for providing technical assistance to the WIC Division and local WIC agencies statewide regarding the Michigan WIC authorized formulary. Consultant applies 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.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary of Duty 1: 30 % of Time.**

Maintains WIC program formulary. Utilizing knowledge of the principles of human nutrition provides technical nutrition consultation and guidance in coordinating the planning, implementation and evaluation of formula authorization and food package benefits of the WIC program in coordination with the Food Authorization Committee.

**Individual tasks related to the duty.**

- 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.
- Coordinate 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, child, 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.
- In coordination with Nutrition Consultants and under the guidance of CNS management, evaluates, interprets, and implements federal rules and regulations to ensure all authorized formulas and issuance practices are compliant with USDA Regulations. Collaborate 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.
- Provide recommendations for training of local and State staff, including WIC Conference, CPA, Advanced CPA, Clerical and Coordinator trainings.
- Review and maintain documentation of State WIC Registered Dietitian staff credentials.
- Collaborate with state-contracted staff to advance knowledge of clinical nutrition principles and practices among WIC employees statewide.
- Participate on the Food Authorization Committee and assume responsibility for special projects as assigned.

**Duty 2**

**General Summary of Duty 2: 30 % of Time**

Maintain the division's Nutrition Risk criteria, with the assistance supervisor. 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.**

- Reviews and make recommendations in the area WIC nutrition risk criteria.
- In coordination with Nutrition Consultants and under the guidance of CNS management, 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 and procedures 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 in conjunction with High Risk Program Area Lead for nutrition risk, helping to maintain state and local agency data system functionality. Report bugs and offer suggestions for improved functionality, and aid in system testing as appropriate.

**Duty 3**

**General Summary of Duty 3: 20% of Time.**

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 process.
- 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 NSPs.
- 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 of Duty 4: 10% of Time.**

In coordination with Data and Financial WIC staff, CNS and NPE Managers and Budget Grants and Purchasing is 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.**

- In conjunction with the CNS manager and food package lead maintain the Division Infant Formula Manufacturer Rebate Contract. Work 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.
- Participates in the competitive bidding process, helping to ensure the contract is awarded to the qualified bidder with the lowest monthly total net price.
- Organize the Division task force responsible for implementing contract changes, including data system modifications necessary to support uninterrupted redemption of WIC contract formulas statewide.
- 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 as needed with preparing the Infant Formula Manufacturer Rebate Billing Reports monthly, and process Contractor invoices in collaboration with Accounting. Assist as needed, ensuring invoice revenue (exceeding \$50 million dollars annually) is accurate and received in timely fashion.
- Assist as needed with preparing and providing formula redemption data to Accounting 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 of Duty 5: 10% of Time.**

Serve on committees and work groups, represent the Division at meetings and assume responsibility for special projects as assigned. Contribute 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.
- Prepare materials for the annual WIC State Plan
- 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.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Guidance from management and senior level staff when making decisions based on existing policy and procedures for the WIC Program. The consultant makes semi-independent decisions regarding local WIC agency compliance with existing policy and decides when the policies are applicable. Decisions affect WIC participants, local agency staff, formula companies and information provided on forms, in correspondence and trainings.



**23. What are the essential duties 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, 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 change to an intermediate level employee with an expanding range of professional consultant assignments in a developing capacity.

**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 knowledge, in a developing capacity under the supervision of nutrition management, in the area of infant/child/maternal nutrition, special dietary formulas, and nutrition risk as well as other components of the WIC program.

**26. In your opinion, 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, or equivalent background as identified by Civil Service.

**EXPERIENCE:**

One year of professional (post-master's) experience equivalent to a Nutrition/Food Management Consultant in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of human nutrition and clinical nutrition principles and practices related to maternal and child nutrition. Knowledge of program planning and evaluation. Knowledge of community organizations and resources. Ability to speak before groups and communicate effectively with others. Ability to maintain records, prepare reports and correspondence related to the work. Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

**27. 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

\_\_\_\_\_  
**Appointing Authority's Signature**

\_\_\_\_\_  
**Date**