

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

**Position Code**

1. NUTCSTAA25R

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-COM HEALTH CENTRAL OFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Health and Wellness
<b>4. Civil Service Position Code Description</b> Nutrition Food Mgt Cnslt-A	<b>10. Division</b> WIC
<b>5. Working Title (What the agency calls the position)</b> Nutrition Consultant/WIC Breastfeeding Peer Counselor Coordinator	<b>11. Section</b> Nutrition Program & Evaluation
<b>6. Name and Position Code Description of Direct Supervisor</b> LOTHAMER, JULIE; PUBLIC HEALTH CONSLTNT MGR-2	<b>12. Unit</b> Consultation & Nutrition Services
<b>7. Name and Position Code Description of Second Level Supervisor</b> HANULCIK, KRISTEN; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 320 S WALNUT ST; LANSING, MI 48933 / 8:00am - 5:00pm

**14. General Summary of Function/Purpose of Position**

This consultant is responsible for overseeing all aspects of the statewide WIC Peer Counseling Program. The WIC Breastfeeding Peer Counselor Coordinator is a position newly designated in the 2013 USDA FNS Nutrition Services Standards, and is distinct from the responsibilities of the State WIC Breastfeeding Coordinator. The WIC Breastfeeding Peer Counselor Coordinator oversees USDA peer funding for the state, including allocations, budget approval and monitoring for all local programs receiving peer funding. This consultant is also responsible for the oversight of the USDA breastfeeding curricula, the breastfeeding policy and training team, including the development and implementation of statewide breastfeeding content. This position requires the consultant to possess an advanced lactation credential and in-depth lactation knowledge, for purposes of representing the WIC Division on all matters related to lactation technical assistance/expertise, including special projects and presentations. Other areas of assignment include Division and Statewide breastfeeding objectives, oversight of breast pump and equipment program, assessment of individual local agency breastfeeding program implementation, and community engagement. This consultant seeks outside funding through grant writing to support additional work for breastfeeding promotion. Completes grant and fiscal reports to outside funders and USDA. Provides direct oversight of contractors and affiliate employees working on grants. This consultant may be assigned responsibility for specific program areas, e.g. Breastfeeding, maternal/child nutrition, general WIC nutrition & health issues.

**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: 50**

Oversees all aspects of the WIC breastfeeding peer counseling program, a statewide project required of WIC State Agencies by USDA/Food and Nutrition Services (FNS). This includes management of all financial aspect of this multi-million dollar program.

**Individual tasks related to the duty:**

- Establishes peer counseling program goals and objectives at the State level
- Establishes standardized breastfeeding peer counseling program policies and procedures consistent with the USDA Loving Support Model for a successful peer counseling program
- Plans, implements and evaluates WIC breastfeeding peer program in conjunction with local agencies and program partners
- Develops program budgets and identifies and utilizes proper funding resources for the operation of the program
- Provides funding formula and allocation of funds to all local WIC programs, including review of all WIC breastfeeding budgets, amendments, and financial status reports
- Prepares requests from USDA including reports, program agreements, work plans and evaluations
- Develops criteria and evaluation tools to assess the peer counseling program during USDA required management evaluations
- Oversees all aspect of training for breastfeeding peer program staff statewide. Develops training schedule and education programs for state and local staff
- Coordinates required staff training and updates including annual statewide Peer Counselor Update and regional trainings
- Develops policies, scope of practice and training requirements for peer counselor program
- Consults with and provides technical assistance to local WIC agency peer managers related to program evaluation, staffing, training and breastfeeding promotion to ensure they meet program goals and comply with policies and procedures
- Identifies and coordinates community partnerships to enhance the effectiveness of the peer counseling program

**Duty 2**

**General Summary:**

**Percentage: 25**

Provide consultation to local agencies promoting the WIC Division's goals and upholding WIC Program federal regulations and state policies and procedures.

Develop training curriculum, review current training materials and provide training as appropriate and assigned for state and local WIC Nutrition and Breastfeeding Staff.

**Individual tasks related to the duty:**

- Serves on committees and work groups, assuming responsibility for special projects as assigned
- Participates in Section and Division meetings
- Provides information to WIC Division staff regarding assigned projects
- Provides technical assistance to Breastfeeding, Policy, Promotion and Retention and Nutrition Education Work Groups assisting with agenda development, presentations and collection of local agency input
- Reviews and develops materials for nutrition education for general and breastfeeding clients, to provide to local agencies
- Provides coverage and timely response when serving as Consultant duJour, providing Class III formula approvals, or local agency breastfeeding consultation, etc. as assigned
- Provides consultation to the Value Enhanced Nutrition Assessment (VENA) and Client Center Service (CCS) projects related to nutrition education and breastfeeding.
- Interprets local agency needs and recommends policy and procedure changes for breastfeeding program
- Develops guidance on data collection, reports and Nutrition Services Plans
- Serves as the MI-WIC System Program Area Lead (PAL) for breastfeeding and breastpump, participating in the planning, testing, training, design and implementation of system changes
- Verifies functionality and accuracy of statewide breastfeeding data collected through the MI-WIC system for routine reporting to USDA
- Prepares division comments for submission by the WIC Director on external policy and issues
- Provides technical assistance to bureaus outside of WIC as requested

**Duty 3**

**General Summary:**

**Percentage: 10**

Oversight of specialty breastfeeding equipment, breast pumps and breastfeeding education publications.

**Individual tasks related to the duty:**

- Develops and reviews breastfeeding materials for statewide distribution
- Oversees and monitors contracts by completing all required DTMB reports and documentation

- Develops and maintains yearly budget
- Maintains relationships with company sales representatives in order to provide local WIC program with current product information
- Reviews products and determines need for WIC purchases
- Develops curriculum and conducts training for staff specific to breast pump and specialty equipment
- Develops and reviews policies for local staff on equipment usage, inventory, maintenance and issuance
- Provides direct technical assistance to local agencies

#### **Duty 4**

##### **General Summary:**

**Percentage: 10**

Works with and provides assistance to contractors working with WIC Breastfeeding, promoting the WIC Division's goals and upholding WIC Program federal regulations and state policies and procedures related to breastfeeding. Oversee and serve as the liaison and expert between the lactation consultants, peer counselors and the state WIC program

##### **Individual tasks related to the duty:**

- Coordinates the Michigan State University Extension contract process and amendments
- Prepares, reviews and determines the budget status of the program
- Oversees the functioning of contracted lactation consultants in monthly team meetings
- Oversees activities, outcomes of the yearly goals and objectives
- Maintains records, reports and correspondence related to the work
- Reviews and approves quarterly reports and financial statements
- Serves as the lead WIC representative at peer counselor team meetings and help resolve personnel issues
- Maintains subject matter expertise in the areas of nutrition and breastfeeding
- Coordinates and assigns breastfeeding projects to contract lactation staff and ensure timely and appropriate completion

#### **Duty 5**

##### **General Summary:**

**Percentage: 5**

Provides oversight for additional special project funding, including Infrastructure grants, Operational Adjustment (OA) grants, Community Engagement Projects and W.K. Kellogg Foundation (WKKF) grants as applicable.

##### **Individual tasks related to the duty:**

- Prepares and coordinates submission of grant applications to secure funding for additional breastfeeding support activities
- Completes all reporting and budget requirements of outside funding and grants
- Provides direct oversight of contracts and affiliate staffing, including invoices for service, travel and budget
- Develops Plans of Work and Scopes for all projects
- Monitors budget and amendments
- Identifies and implements models that can be sustained after cessation of funding/grant
- Works with outside organizations to increase consistent messaging and breastfeeding support

#### **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 WIC regulations, USDA/FNS Nutrition Services Standards and State policy and procedures for the WIC Program. The consultant makes independent decisions regarding local WIC agency compliance with existing breastfeeding policies and standards. Decisions affect WIC participants, local agency staff and information provided on forms, in correspondence and trainings. The Breastfeeding Peer Counselor Coordinator is considered the designated expert in the area of breastfeeding and peer counseling. This position provides direct guidance in all decisions within this project area.

#### **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 increases in financial allocations.

#### **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 – frequent  
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 breastfeeding expertise, consultation and technical assistance to the WIC Division and local agencies related to nutrition, breastfeeding, and infant/ child/ maternal health. The position serves as a consultant to agencies contracted for WIC Program functions, including but not limited to breastfeeding peer counseling. Most important is the development of training, policy, procedures, and outside collaborations to meet the needs of local agencies related to the breastfeeding peer counseling program. This consultant may also be assigned responsibility for other specific program areas, e.g. general WIC nutrition & health issues.

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

New establishment.

**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 breastfeeding and infant/child/maternal education that are 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:**

**Nutrition/Food Management Consultant 12**

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:**

Knowledge of human nutrition, breastfeeding and clinical principles and practices related to maternal and child nutrition. Knowledge of program planning and evaluation. Extensive knowledge of breastfeeding and the consequences of not breastfeeding. 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  
Advanced Lactation Certification/ IBCLC preferred  
Valid Michigan Driver's License

*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