

**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.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Health and Human Services
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Health and Wellness
4. Civil Service Classification of Position Nutrition/Food Management Consultant E	10. Division WIC
5. Working Title of Position (What the agency titles the position) Nutrition Consultant/WIC Breastfeeding Peer Counselor Coordinator	11. Section Nutrition Program & Evaluation
6. Name and Classification of Direct Supervisor Julie Lothamer, Public Health Consultant Manager 14	12. Unit Consultation & Nutrition Services
7. Name and Classification of Next Higher Level Supervisor Kristen Hanulcik, State Administrative Manager 15	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

This consultant in this position will work in a developing capacity in the program areas of WIC Peer Counseling and infant/child nutrition. This position coordinates with CNS Unit Manager, State WIC Breastfeeding Coordinator and Nutrition and Public Health Consultants. The WIC Breastfeeding Peer Counselor Coordinator is position 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 monitors all local programs receiving peer funding. This consultant is also responsible for the oversight of the USDA breastfeeding curricula and breastfeeding policy, including the development and implementation of breastfeeding content. This position requires the consultant to possess lactation credential and in-depth lactation knowledge, for purposes of representing the WIC Division on all matters related to lactation technical assistance, including special projects and presentations. Other areas of assignment include Division breastfeeding objectives, oversight of breast pump and equipment program, assessment of individual local agency breastfeeding program implementation. Completes grant and fiscal reports to outside funders and USDA. This consultant may be assigned responsibility for specific program areas, e.g. Breastfeeding, maternal/child nutrition, general WIC nutrition & health issues.

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 % of Time 50

- Under the direction of State WIC Breastfeeding Coordinator and CNS manager, manages aspects of the WIC breastfeeding peer counseling program, project required of WIC State Agencies by USDA/Food and Nutrition Services (FNS).

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
- Prepares requests from USDA including reports, program agreements, work plans and evaluations
- Reviews criteria and evaluation tools to assess the peer counseling program during USDA required management evaluations
- Coordinates required staff training and updates including annual 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 of Duty 2 % of Time 25

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

In conjunction with State WIC Breastfeeding Coordinator and contractual staff, 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
- 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 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

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Duty 3

General Summary of Duty 3 % of Time 10

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

Individual tasks related to the duty.

- Reviews breastfeeding materials for distribution
- 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
- Updates curriculum and conducts training for staff specific to breast pump and specialty equipment
- Reviews policies for local staff on equipment usage, inventory, maintenance and issuance
- Provides direct technical assistance to local agencies

Duty 4

General Summary of Duty 4 % of Time 15

Works with contractors to promote WIC Division goals and compliance with federal and state regulations.

Serves as the liaison between the lactation consultants, peer counselors and the state WIC program.

- Plan, implement, and evaluate peer counseling programs in collaboration with regional lactation consultants.
- Determine role in regional lactation contractors role in annual Peer Counselor Update and regional trainings.
- Review USDA-required management evaluations citations and determine processes for agencies corrective action plan and monitoring.
- Interpret findings from local agency lactation check-in and determine the need for policy and procedure changes.

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 WIC regulations, USDA/FNS Nutrition Services Standards and State policy and procedures for the WIC Program and decides when the policies are applicable. Decisions affect WIC participants, local agency staff, companies and information provided on forms, in correspondence and trainings.

17. Describe the types of decisions that require your 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 financial allocations.

Supervisory review is required for the development of communication and training materials.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Sitting – frequent

Standing – occasional

Walking – frequent

Carrying boxes – frequent

Environmental Conditions – very rare exposure

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

23. What are the essential duties of this position?

The essential duties of this position are to provide breastfeeding 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.

Removed requirement for post master's experience, classification changed to 10. Position will work in coordination with State BF Coordinator and under direct CNS unit manager guidance.

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 guidance in the area of breastfeeding and infant/child/maternal education that are 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:

Master's degree in human nutrition, public health, institution administration, or equivalent background as identified by Civil Service.

EXPERIENCE:

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

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