

**LEGISLATIVE COUNCIL
OPIOID ADVISORY COMMISSION
POSITION DESCRIPTION**

(THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.)

POSITION: Opioid Advisory Commission Data Administrator

SALARY SCHEDULE RANGE: K

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

The Opioid Advisory Commission (OAC) was created in the Legislative Council by Public Act 84 of 2022. The Commission is charged to do all of the following:

- By March 30 of each year, provide a written report to the governor, the attorney general, the senate majority leader, the speaker of the house of representatives, and the chairs of the senate and house of representatives appropriations committees that includes all of the following:
 - A statewide evidence-based needs assessment that includes at least all of the following:
 - A summary of current local, state, and federal funding used to address substance use disorders and co-occurring mental health conditions.
 - A discussion about how to prevent overdoses, address disparities in access to health care, and prevent youth substance use.
 - An analysis, based on quantitative and qualitative data, of the effects on this state of substance use disorders and co-occurring mental health conditions.
 - A description of the most common risk factors associated with substance use disorders and co-occurring mental health conditions.
 - Goals and recommendations, including the rationale behind the goals and recommendations, sustainability plans, and performance indicators relating to all of the following:
 - Substance use disorder and co-occurring mental health conditions prevention, treatment, recovery, and harm reduction efforts.
 - Reducing disparities in access to prevention, treatment, recovery, and harm reduction programs, services, supports, and resources.
 - An evidence-based assessment of the prior use of money appropriated from the Michigan opioid healing and recovery fund, including the extent to which such expenditures abated the opioid crisis in this state.
 - Recommended funding for tasks, activities, projects, and initiatives that would support the objectives of the commission.

- If applicable, recommended additional legislation needed to accomplish the objectives of the commission.
- The responsibilities of this position include:
 - Works closely with the OAC Chair and Legislative Council Administrator to follow bylaws and policies for the administration of the OAC.
 - Provides technical expertise and support to the OAC by collecting, analyzing, and compiling data for the OAC; creating reports, and providing technical assistance. This position will also act as a liaison for the OAC to the Legislature, state departments, stakeholders, and interest groups applicable to the work of the OAC.
 - Review local, state, and federal initiatives and activities related to education, prevention, treatment, and services for individuals and families affected by substance use disorders and co-occurring mental health conditions and establish priorities to address substance use disorders and co-occurring mental health conditions, for the purpose of recommending policy and funding initiatives to the Legislature.

This position reports to the OAC Chair and Legislative Council Administrator.

EXAMPLES OF WORK:

- Works closely with the OAC members to determine data mining that must be performed in order to answer Commission questions.
- Works with Legislative Council Administrator on all personnel matters and fiscal year budget preparation.
- Receives and responds, orally or in writing, to inquiries from OAC members, legislators, legislative staff, representatives of the executive branch, and others interested in the work of the OAC.
- Aids in the preparation and delivery of presentations to legislators, legislative staff, appropriate executive agencies, and others interested in the work of the OAC.
- Provides technical expertise to the OAC by collecting and analyzing data. Must analyze information gathered from a plethora of data sources.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Thorough knowledge of fundamental methods of data collection, data analysis, and data reporting.
- Ability to present ideas clearly and effectively, including the ability to write clearly, concisely, and in an organized manner.

- Ability to evaluate and research design, sampling, design of data collection instruments along with data collection strategies, statistical analysis and execution for assigned projects, and follow through with established timelines.
- Ability to facilitate the collection of new data and the refinement of existing data sources to enable consistent elevation of analysis quality.
- Ability to visualize results of analyses in the form of graphs, charts, tables, and scorecards.
- Ability to interpret data and communicate complex findings to OAC members, legislators, legislative staff, representatives of the executive branch, and others interested in the work of the OAC.
- Effective oral communications skills.
- Ability to quickly assimilate oral and written data, analyze facts, and draw logical conclusions.
- Ability to work cooperatively with, and balance the demands of, OAC members, the Legislative Council Administrator, other employees, legislators, legislative staff, and others.
- Ability to maintain favorable public relations.
- Knowledge of the legislative process.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Bachelor's Degree in related field (i.e., health science, data science, data analytics); or an equivalent combination of education and experience.
- Previous professional experience in health services, including work related to the prevention, treatment, recovery, and other services related to substance use preferred.
- Previous experience with project management, governmental or legislative experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work overtime as required.