

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

**Position Code**

1. PBHCST2AA57R

## 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> Bureau of Health and Wellness
<b>4. Civil Service Position Code Description</b> Public Health Consultant-2A (13)	<b>10. Division</b> Division of Child and Adolescent Health
<b>5. Working Title (What the agency calls the position)</b> State Vision Program Coordinator	<b>11. Section</b> Child and Adolescent Health Services Section
<b>6. Name and Position Code Description of Direct Supervisor</b> Taggart Doll, State Administrative Manager 15	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> Carrie Tarry, State Division Administrator 17	<b>13. Work Location (City and Address)/Hours of Work</b> 320 S. Walnut Street, Lansing, MI 48933 / 8-5 pm, M-F

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

The Vision Program Coordinator provides leadership for and management of the statewide Preschool and School-aged Vision Screening Program which reaches every public, private and charter school in every county in Michigan. The individual in this position is the lead public health and program consultant and holds exclusive responsibility for a highly complex, statewide program which screens approximately 1,200,000 children each year in public, private and charter school settings. This individual is responsible for statewide planning for vision health, development of program policies and procedures, evaluations, monitoring, budget development and oversight, sub-recipient monitoring and program data collection and reporting relative to this program. Additionally, the Vision Program Coordinator provides direct trainings for local agencies' technicians (including local health departments, Head Starts, and other preschool programs) and directs the work of contractual consultants who assist in the provision of technical monitoring and evaluation, and on-site consultation to vision program coordinators and technicians throughout the state. The Vision Program Coordinator is responsible for the planning, coordination, and implementation of annual coordinator and technician professional development meetings and workshops, maintains effective working relationships with professional organizations and Institute of Higher Education regarding issues of vision health, and develops up-to-date manuals and policies that reflect current best practices in vision health. This position is the sole recognized resource for preschool and school aged vision screenings and consults with the public, other state departments, and local organizations on vision health issues and concerns. This position develops and implements research studies to assure accuracy and effectiveness of the Michigan Vision battery of testing procedures.

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: 60

**Statewide Coordination and Program Oversight:** Develops and disseminates program policies and procedures reflecting current standards of care for vision screenings and health, provides program monitoring and oversight, oversees sub recipient monitoring to Local Health Departments providing local programming.

Individual tasks related to the duty:

- Serves as lead staff for all aspects of program management and implementation of the Statewide School Based Vision Screening Program which includes oversight and ongoing monitoring of 45 local health department contracts.
- Convenes an expert panel of ophthalmologists and optometrists to provide guidance and best practice review and recommendations for the pre school and school aged comprehensive vision manual.
- Establishes criteria for vision screening programs for local health department accreditation and completes the onsite site review for vision within the structure of the Department's overall accreditation process.
- Develops research tools to provide statewide evaluation of vision screening programs, develops grants to support program evaluation and modification. Recommends co-researchers from private sector clinicians when needed.
- Collects and analyzes program data to identify program and practice trends and provide quality assurance in local community screening activities. Shares data and trends with national partners, other state organizations, and within the Department as relevant.
- Prepares data presentations for state and national audiences.
- Oversees all aspects of contract monitoring, including budget and financial status reports through Egrams.
- Participates in sub recipient monitoring visits as needed.
- Serves as lead staff in the development and implementation of multiple professional development opportunities for local agency coordinators and technicians.
- Interprets public health code and program rules in response to requests from local health departments, managed care organizations, Head Start staff, other professionals and the public.
- Responds to written requests, telephone calls or questions regarding current procedures. Develops additional procedures to clarify issues and fill gaps in service.

#### Duty 2

General Summary:

Percentage: 15

**Oversees Contractual Consultants:** Directs the work of contractual consultants who assist in the Technician Assessment Program (TAP) for the monitoring and evaluation of vision technicians throughout the state.

Individual tasks related to the duty:

- Establishes and oversees annual statewide vision screening evaluation schedule for local health departments.
- Trains and monitors Technician Assessment Program (TAP) contractors through the scheduling of periodic meetings for orientation and end-of-the-year program debriefing, and through the development and distribution of schedule assignments and procedure folders.
- Reviews evaluations of all local health department technicians prepared by contractual consultants and provides formal evaluation to local health department administrative staff.
- Process payment vouchers of TAP contractors with State fiduciary agency.
- Analyze and evaluate program data and observations to determine any needed follow up management and monitoring activities.

#### Duty 3

General Summary:

Percentage: 15

**Oversight of statewide comprehensive vision trainings and workshops:** Develops and implements statewide training courses for Vision Program Coordinators, vision technicians, physician offices, intermediate and public school districts, Early On, Head Start and Early Head Start programs throughout Michigan.

Individual tasks related to the duty:

- Develops and presents information on vision practice modifications/trends to local health departments, Head Start and physician offices.
- Identifies trends and innovations from research reports and literature necessary for continued program quality.
- Develop and trains local health department staff on comprehensive vision screening manual for both pre school and school aged children.
- Develops and disseminates regular updates for the department, other state agencies, local health departments and contractual personnel.
- Publishes screening information updates to all coordinators and vision technicians statewide.

#### Duty 4

General Summary:

Percentage: 5

Lead expert consultant for Vision Health

Individual tasks related to the duty:

- Maintains clinical expertise in vision health for preschool and school aged children.
- Develops and maintains working partnerships with professional organizations, institutes of higher education, and other physician groups regarding vision health.
- Consults with ophthalmologists and optometrists regarding program modifications and develops policies and procedures to ensure program quality.
- Annually reviews all program policies and procedures for the administrative and clinical components of the Vision Screening Program and completes any needed modifications.
- Ongoing, consults with other inter and intradepartmental staff to assure adherence to program policies and reporting requirements.

#### Duty 5

##### General Summary:

Percentage: 5

Other duties as assigned.

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

- Attend required Departmental, Division, and other meetings and trainings.
- Represent the Division and program on matters related to the State Vision Program.
- Other activities as deemed necessary by Division, Bureau, or Departmental leadership.

#### 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Scheduling of consultation visits, trainings and in-services and issues requiring professional judgment. Individuals affected include local health departments administrative and clinical staff, early childhood centers including Head Start and Early Head Start, and contractual consultants. Staff from other departments, such as Department of Education, also may be affected.

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

When there are questions related to department policies and/or when additional interpretations of policy or legislative directives are needed.

#### 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.

Position requires considerable travel throughout the state and short time frames for the completion of assignments.

#### 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, agree with responses.

#### 23. What are the essential functions of this position?

Development of program policies and procedures, provision of technical classroom and clinical training, quality assurance through monitoring of trainees, consultation to local agency vision programs, provision of annual comprehensive training for vision coordinators and technicians, consultation with vision professionals and the public.

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

This position holds statewide responsibility for the Vision Screening Program, and this individual holds sole responsibility for vision program activities. This position has sole responsibility for pre school and school aged vision health in Michigan. This

is an extremely complex position, requiring a high degree of both clinical and programmatic/policy expertise.

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

The statewide Vision Screening Program resides within the Child and Adolescent Health Services Section within the Division of Child and Adolescent Health. The section provides a range of public health programs and initiatives to children 5-21 years of age. The section includes all of the school health programs focused on the promotion of health and prevention of disease and disability in children.

**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 public health, health communication, health services administration, community development, urban planning, population and health sciences, international studies, political science, health policy or a public health related field such as nursing, epidemiology, health education, health economics, dietetics/nutrition management, genetics, or speech and audiology; a master's degree in social work; master's degree in counseling; master's degree in education or special education with specialization in blind/visual disabilities; or a master's degree in public or business administration with a health care concentration.

**EXPERIENCE:**

Four years of professional experience as a consultant in a field of public health equivalent to a Public Health Consultant, including two years equivalent to a Public Health Consultant P11 or one year equivalent to a Public Health Consultant 12. At least one year of experience working in specialization services for individuals with vision problems or disabilities preferred. A background in teaching or training experience is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge and experience in a wide range of vision problems.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Membership in professional vision organizations is recommended.

*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.

***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

