

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Local Health & Administrative Services
4. Civil Service Position Code Description Public Health Consultant-A	10. Division Chronic Disease and Injury Control
5. Working Title (What the agency calls the position) Cancer Evaluation Public Health Consultant	11. Section Cancer Prevention and Control Section
6. Name and Position Code Description of Direct Supervisor SPRINGER, STEVE; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Comprehensive Cancer Control Unit
7. Name and Position Code Description of Second Level Supervisor HAGER, POLLY; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 109 Michigan Ave, 5th Flr, Washington Square Bldg, Lansing, MI
14. General Summary of Function/Purpose of Position The Cancer Evaluation Public Health Consultant is the recognized resource evaluation consultant for the healthcare programs implemented by the Cancer Prevention and Control (CPC) Section, including the Michigan WISEWOMAN Program and Michigan Comprehensive Cancer Control Program. The Cancer Evaluation Public Health Consultant will coordinate and design evaluation activities related to the Comprehensive Cancer Control Program (CCC) and the Well Integrated Screening & Evaluation for Women Across the Nation (WISEWOMAN) Program federal grant requirements. This public health evaluation consultant will develop evaluation materials, reports and other documents for these complex Cancer Prevention and Control Section programs, projects, and services.	

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: 45

As the recognized resource, the Cancer Evaluation Public Health Consultant coordinates and designs evaluation activities related to the Well Integrated Screening & Evaluation for Women Across the Nation (WISEWOMAN) Program federal grant requirements.

Individual tasks related to the duty:

- Develop and implement evaluation plan with input from WISEWOMAN team and other stakeholders. Evaluation plan should include:
 1. evaluation of efforts to address uncontrolled hypertension
 2. evaluation of health outcomes and behavior change of individual participants
- Coordinate process evaluation conducted through quality improvement activities
- Document evaluation activities
- Write reports of completed evaluation activities
- Contribute to progress reports to CDC
- Contribute to competitive and continuation applications to CDC
- Attend WISEWOMAN program meetings to develop an understanding of the program and remain current on program activities
- Meet with WISEWOMAN program director at least monthly to discuss progress and concerns
- Compile monthly quality improvement data and reports
- Coordinate quarterly quality improvement call with each local WISEWOMAN agency, including scheduling, preparation and facilitation
- Review data in MBCIS related to evaluation plan activities
- Work on evaluation of Entrepreneurial Gardening Project and other WISEWOMAN evaluation activities to assist in establishing best practices. Develop surveys and other evaluation tools as needed

Duty 2

General Summary:

Percentage: 45

As the recognized resource, the Cancer Evaluation Public Health Consultant coordinates and designs complex evaluation activities related to the Comprehensive Cancer Control Program (CCC) federal grant requirements.

Individual tasks related to the duty:

- Develop and implement the CCC program Annual Evaluation Plan
- Maintain a regular process to evaluate progress toward meeting CCC Plan objectives
- Develop engagement survey of the Michigan Cancer Consortium (MCC) annually, analyze survey results, present summary to the MCC Governance and membership Committees and discuss methods for improving member engagement levels where indicated
- Develop MCC Annual Survey, analyze results and write the MCC Annual Report of aggregate partner activities for distribution to the membership
- Update measurement tools, such as engagement survey and implementation progress report, with input from MCC

leadership and the MCC Evaluation Committee, ensuring alignment with the CCC Plan where relevant

- Serve as staff support for the MCC Evaluation Committee, including development of annual work plan and implementation of activities
- Maintain and periodically revise the CCC Plan, including annual updates of data markers for objectives within the Plan as shown on the dashboard
- Facilitate appropriate data collection and documentation at the state and community level; provide consultation on CCC local implementation projects, when needed
- Complete the evaluation-related components of CDC Progress Reports

Duty 3

General Summary:

Percentage: 10

Coordinate dissemination of evaluation materials, reports and other documents to relevant audiences regarding Cancer Prevention and Control Section programs, projects, and services.

Individual tasks related to the duty:

- Develop data presentations and summaries for MCC leadership and other program stakeholders as needed
- Attend state and federal meetings/conferences and share relevant information to other Michigan professionals, community agencies and interested parties
- Prepare and participate in poster/oral presentations at federal, state, and local meetings
- Explore available opportunities to develop and disseminate peer-reviewed manuscripts
- Assist in preparing requests for proposals, program agreements and related materials for soliciting and establishing state supported health programs at the local level
- Assist with contract management and providing technical support to contractors
- Maintain records and prepare reports and correspondence related to work
- Promote and participate in programs/projects that address the social determinants of health and contribute to the reduction of health disparities
- May perform related essential functions appropriate to this job classification and other non-essential functions as required

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

Decisions regarding (1) use of time on a day-to-day basis; (2) selection of agencies and individuals to participate in evaluation efforts; (3) promotion of evidence-based strategies and interventions.

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

The supervisor will provide input and guide the following:

- Any action that has public policy implications
- New initiatives that are being undertaken
- Allocation of funds
- Communication with the media

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.

Minimal physical activities are required for this position other than extensive telephone communication, deskwork, reading, and very significant computer work. Travel across the state to provide technical assistance to agencies as needed and to participate in meetings is an expectation of this position. Some out of state and overnight travel may be required when attending national meetings and conferences.

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?

This position will:

- Serve as the evaluation consultant for the healthcare programs implemented by the Cancer Prevention and Control (CPC) Section, including the Michigan WISEWOMAN Program and the Michigan Comprehensive Cancer Control Program.
- Coordinate and design evaluation activities related to the Comprehensive Cancer Control Program (CCC) federal grant requirements.
- Develop evaluation materials, reports and other documents for dissemination, and other duties as assigned.
- Coordinate and design evaluation activities related to the Well Integrated Screening & Evaluation for Women Across the Nation (WISEWOMAN) Program federal grant requirements.

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

This position has demonstrated growth in responsibilities with an increase in the complexity of work while working in the CPC Section. Evaluation in the WISEWOMAN program, which this position is responsible for, has grown to include focus groups and a social network analysis. As a recognized resource, this position has handled all aspects of the social network analysis including creation of an instrument to collect information, coordination of data collection and development of the final product. In the evaluation work with CCC program, the incumbent in this position has developed a complex dashboard to track 37 cancer plan indicators on an annual basis. This position has led improvements to the MCC Annual Report to make it a more readable document that shows important progress each year in cancer control across the state.

Furthermore, the incumbent in this position has overseen transition of the MCC Evaluation Workgroup to a Standing Committee that requires an annual work plan, charter and quarterly meetings. This position works effectively with a committee chair from a partner organization on complex evaluation projects.

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

The MDHHS Cancer Prevention and Control (CPC) Section staff plans, implements, manages, and evaluates cancer control programs and projects throughout the state. Within the Section there is a Comprehensive Cancer Control (CCC) Program and this position will provide oversight for CCC Program Evaluation activities. The federally funded WISEWOMAN program is also administered by the CPC Section, but this program is more focused on prevention and control of overall chronic disease and injury control through screening and the promotion of healthier lifestyles. This new position will also provide

oversight for WISEWOMAN Program Evaluation activities. Development and maintenance of formal partnerships with a wide variety of local and state agencies, institutions, and organizations is a federal requirement for the WISEWOMAN program, as is quality assurance and improvement of clinical services, recruitment of low-income women, provision of appropriate interventions based a woman’s risk factors, tracking of each woman, and submission of data to CDC on each service received by a woman through federal funds. Every CPC Section Program works to enhance access to care among vulnerable populations in an effort to reduce cancer health disparities. This position will serve as a champion and advocate for evaluation of priority activities and promote dissemination of pertinent data to relevant partners and staff to improve programs and services for Michigan residents.

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 or a public health related field such as nursing, epidemiology, health education, dietetics/nutrition management, genetics, or speech and audiology; a master's degree in public administration with a health care administration concentration; a master's degree in social work with concentration in community organizations/settings; master's degree in counseling with concentration in community agencies, or masters degree in special education with specialization in blind/visual disabilities.

A concentration in evaluation as part of a master’s degree or notable experience in evaluation is highly desired, especially evaluation of public health programs.

EXPERIENCE:

Public Health Consultant 12

Three years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including one year equivalent to a Public Health Consultant P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

- Knowledge of the methods used to plan, develop, implement and evaluate public health programs, including methods of statistical applications
- Ability to recognize, analyze and recommend solutions to health system needs and problems based on information from complex sources
- Knowledge about current public health and health system challenges
- Ability to organize, prioritize, manage multiple concurrent responsibilities and work effectively with groups
- Effective oral and written communication skills, including ability to present results in written and graphic form Ability to coordinate state health program evaluation activities
- Ability to maintain records, and prepare reports and correspondence related to work
- Computer competency, especially in basic statistical software programs

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties require travel state wide. A valid Michigan driver's license is required. Some out of state/overnight travel may be required.

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.

LIBERTY IRWIN

3/1/2017

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