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| CS-214  REV 3/9/2021 |  | 1. Position Code |
|  | 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 |  |

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| 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  MDHHS-COM HEALTH CENTRAL OFFICE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission)  Epidemiology and Population Health |
| 4. Civil Service Classification of Position  State Administrative Manager 1 | 10. Division  Vital Records and Health Statistics |
| 5. Working Title of Position (What the agency titles the position)  Cancer Registry Section Manager | 11. Section  Cancer Surveillance Section |
| 6. Name and Classification of Direct Supervisor  Duncan, Jeffrey; State Division Administrator 17 | 12. Unit |
| 7. Name and Classification of Next Higher-Level Supervisor  Groetsch, Kory; Acting State Bureau Administrator 18 | 13. Work Location (City and Address)/Hours of Work  333 S. Grand Ave., Lansing, MI 48933 / M-F 8am-5pm |
| 14. General Summary of Function/Purpose of Position  This position administers and directs the Michigan Cancer Surveillance Section. This position is responsible for managing the operation of the statewide cancer registry systems, including collecting and processing of all cancers reported in Michigan. This position is also responsible for providing methodological and procedural guidance to staff and users of health statistics data, directing, and participating in the tabulation and analysis of health data. In particular, this position is responsible for overseeing the preparation of informational releases for use in the evaluation and conduct of the diverse programs at the national, state, and local level. Working closely with Departmental health policy, and cancer control staff, directly assists in the planning and development of health care data resources and in the development and analysis of health care statistical data. This position also supports staff in the investigation of cancer clusters. This position is responsible for recruiting, managing, and training cancer registry staff. This position handles requests for data from the press, researchers, and other external customers. This position also develops Section work plans that are consistent and compliant with division, departmental, state, and national policies, and objectives. | |
| For Civil Service Use Only | |
| 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 25% of Time**  Organizes and manages the work activities of the Michigan Cancer Surveillance Section. Serve as the expert in the collection, organization, editing and processing of registry data, following complex national standards for cancer reporting. | |
| **Individual tasks related to the duty.**   * Direct staff in following section work plans to assure that relevant, reliable, and timely data and information are available from the cancer registry. * Evaluate data and reporting patterns to gauge the completeness, accuracy, and timeliness of data and to improve operational efficiency and to evaluate the status of objectives. * Develop and maintain an overall strategy for developing data for general release through periodic publications and via the department’s internet site. * Monitor the ad hoc releases of data based upon special requests to develop a broad understanding of user needs. * Assist in grant application development relative to grants that support basic registry operations. * Oversee and participate in the preparation and timely delivery of reports, data, and other deliverables required by existing grants. * Monitor expenditures within the section, generally and regarding specific PCAs as well as assisting in budgetary planning for the section. | |
| Duty 2 **General Summary of Duty 2 25% of Time**  Oversee the development and management of health statistics data to evaluate a wide range of complex issues from the cancer databases to aid in program planning and evaluation. | |
| **Individual tasks related to the duty.**   * Assure the provision of health statistics data as needed in support of the Director, Medical Director, policy office, and analytical staff within various state and federal health initiatives and programs. * Work directly with departmental Communications and Publications staff on data releases and the interpretation of the data. * Provide data and analytical support to administrators, local health departments, and epidemiologists using considerable judgment, expertise, and a high degree of self-reliance. * Provide overall direction to development and preparation of data-based reports. * Develop and routinely evaluate the format and content of statistical reports developed within the section. * Develop and monitor timetables for the preparation and release of publications from the data systems within the section. * Develop mechanisms to periodically evaluate the degree to which report formats meet the needs of data users. * Monitor the ad hoc releases of data based upon special requests to develop a broad understand of user needs. | |

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| Duty 3 **General Summary of Duty 3 15% of Time**  Serve as point of contact for data providers relative to reporting obligations and requirements. Must play a primary role in understanding the accuracy and usefulness of the data and in guiding the effective analysis of the information that is developed from the data. |
| **Individual tasks related to the duty.**   * Oversee the receipt of data from data providers (e.g., hospitals, physicians, cytogenetics laboratories, pathology and cytology laboratories, and medical examiners) and monitor reporting by those entities who provide records, reports and data to assure data quality, timely reporting, and completeness expectations. * Participate in the conduct of training workshops on the Michigan Cancer Surveillance Program and other data systems. * Deliver presentations to a number of groups and statewide associations relative to a variety of topics, including cancer reporting requirements and registry activities, and use of health statistics. |
| Duty 4 **General Summary of Duty 4 15% of Time**  Operate and/or oversee the operation and management of computer systems for the administration of the Michigan Cancer Surveillance Program and other systems as needed. |
| **Individual tasks related to the duty.**   * Assure all automated systems are operational and well documented. * Assure staff to maintain data handling and field editing procedures and file content documentation relative to all data systems operated by the section. * Design and/or direct the design, implementation, and evaluation of quality assurance methodologies and programs. * Maintain system security plans and other systems security related documentation. |

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| Duty 5 **General Summary of Duty 5 10% of Time**  Responsible for personnel and personnel matters within the section. |
| **Individual tasks related to the duty.**   * Responsible for the hiring, assigning, training, and skills development of staff within the section. Includes monitoring performance, approving use of leave, providing constructive criticism, and making specific recommendations to improve staff performance, and, if necessary, taking disciplinary action. * Provide in-service training and arranging for additional training opportunities for staff. * Monitor Compliance with state and federal contracts relative to contracted deliverables and reporting on the status of contractual activities. Must monitor activities carried out under the terms of contracts with vendors or agencies providing products or services to the section. |

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| Duty 6 **General Summary of Duty 5 5% of Time**  Assure that confidential and identifying data are protected. |
| **Individual tasks related to the duty.**   * Assure all applicable policies and procedures for handling confidential and identifying data are followed. * Ensure that section staff understand and properly comply with these policies and procedures. * Prepare or oversee the preparation of approved data requests involving special access to confidential records or data. |

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| Duty 7 **General Summary of Duty 5 5% of Time**  Aid in the analysis of the potential impact of proposed federal and state legislation of section, division, and departmental activities. |
| **Individual tasks related to the duty.**   * Provide input on the needs of the section including staffing, equipment, training, software, supplies, and other needs. * Aid in the efforts to monitor and report on section activities, expenditures, and revenues. |

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| 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.  Deciding upon a course of action relative to addressing a facility that is submitting poor quality or untimely data.  Determining the handling of a personnel issue. Developing priorities for staff based upon current activities and section  objectives/deadlines. | | | |
| 17. Describe the types of decisions that require your supervisor’s review.  If addressing an issue that conflicts with the objectives of the section or may involve the need for better coordination  between staff across the sections or bureaus. When dealing with a situation that may require the release of  confidential or identifiable data in a manner or circumstance not previously authorized. | | | |
| 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.  Normal office conditions. | | | |
| 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.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
| Prentice, Margaret (Helene) | Departmental Analyst 12 |  |  |
| Hardin, Claudia | Departmental Analyst E |  |  |
| Vacant | Departmental Analyst E |  |  |
| Vacant | Departmental Analyst E |  |  |
| Vacant | Departmental Analyst E |  |  |
| 20. My responsibility for the above-listed employees includes the following (check as many as apply):  **X Complete and sign service ratings. X Assign work.**  **X Provide formal written counseling. X Approve work.**  **X Approve leave requests. X Review work.**  **X Approve time and attendance. X Provide guidance on work methods.**  **X Orally reprimand. X 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.**

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| 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?  Yes |
| 1. What are the essential duties of this position?   The position is responsible for the overall management of the state cancer registry. This includes coordination and  collaboration with reporting entities, data processing, and data development, assuring all national standards are  satisfied. Also includes data analysis, data dissemination and collaborative work with researchers and health program  staff in the use and analysis of these data. |
| 1. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.   Birth Defects Registry content and staff have been removed due to the recent division re-org. |
| 1. What is the function of the work area and how does this position fit into that function?   The function of the division is to operate a variety of statistical, health, and legal reporting systems; in particular, vital  records registration, vital statistics, cancer surveillance, birth defects surveillance, paternity affidavits, and actions,  health resources surveys, and induced abortion reporting. Must serve as the official source of legal and statistical data  for the State of Michigan. Operation of such systems encompass registration of events, coding, training of data  providers, quality control, managing access to records by researchers and other government agencies and, finally, the  dissemination of statistics through standard and ad hoc reports based on data from the systems’ work area.  This position services a key role in overseeing the management and operation of the cancer registry, including the collection of case reports, processing the data, building, and maintaining the databases, responding to national calls for data, assuring registry quality and certification and collaborating with health program staff and researchers on effective use of these data to discover the causes and assure effective control of these serious health conditions. |
| 26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position. |
| EDUCATION:  Possession of a bachelor’s degree with 12 or more semester credits in statistics, biostatistics, or epidemiology. |
| **EXPERIENCE:**  Four years of professional business and administrative experience, including two years equivalent to the experiences P-11 level, or one year of professional business or administrative experience equivalent to the advanced or specialist 12-level, or one year of professional managerial or specialist experience equivalent to the 13-level or above.  Two or more years’ experience in developing data base management software. |
| KNOWLEDGE, SKILLS, AND ABILITIES:  The person in this position must have in-depth knowledge of the principles and methods of research and statistics in  health and human service areas and knowledge of records management. They must be able to work effectively with  bureau, division, and section administrators; with officials in other government agencies; and with health professionals  in universities and private practice.  Must possess the ability to communicate effectively, organize and mange work units, possess the ability to analyze,  synthesize, and evaluate a variety of data and organize, evaluate, and present the information effectively. Must have  working knowledge of data systems management practices and the ability to analyze and assess operations from the  standpoint of management controls, systems, and procedures. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  None |
| *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** |