

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)
4. Civil Service Position Code Description STATE ASSISTANT ADMINISTRATOR	10. Division
5. Working Title (What the agency calls the position) Climate and Environment Policy Advisor	11. Section
6. Name and Position Code Description of Direct Supervisor KNEZEK, DAVID M; CHIEF OPERATING OFFICER	12. Unit
7. Name and Position Code Description of Second Level Supervisor HERTEL, ELIZABETH A; DIRECTOR	13. Work Location (City and Address)/Hours of Work 333 S. Grand Avenue, Lansing, MI 48933 / Monday - Friday; 8am to 5pm
14. General Summary of Function/Purpose of Position This position works for the Michigan Department of Health and Human Services (MDHHS) and is detailed within the Governor's policy division as a Climate and Environment Policy Advisor. The incumbent manages issues in these areas, especially how they intersect with energy, natural resources, and agriculture. This position would serve as a policy advisor and project manager on existing and new initiatives in this issue space.	

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: 90

Serve as the Governor's point of contact on environmental issues and, alongside the policy team, executive office staff, state departments and agencies, and stakeholders, lead the charge on key topics, pursuing policies, improving programs, and identifying tools that will make the Governor's vision for a cleaner, more sustainable Michigan a reality. Responsibilities and focus areas are subject to change depending on the Governor's and executive office's needs.

Focus Areas

This individual would be responsible for developing, project management, and making progress to respond to high-profile emerging issues and address key gaps in the Governor's agenda including but not necessarily limited to, climate adaptation and resiliency and climate-smart, sustainable agriculture.

Individual tasks related to the duty:

- Developing and managing a process for achieving the Governor's agendas on climate, energy, natural resources, and the environment.
- Creating roadmaps to cement the Governor's legacy and arm future state government leaders with solutions on key issues—additional details below ("Focus Areas—Roadmaps").
- Supporting state departments and agencies with implementation roadblocks related to the advisor's issue set.
- Tracking progress and recommending actions to improve the implementation of key policy priorities and statewide plans.
- Fostering partnerships with key leaders in the public, private, and philanthropic sectors and working with external stakeholders to identify and define problems and identify policy solutions.
- Serving as the primary point of contact for receiving and advising the Governor and executive office staff on communications, events, and emerging issues related to the advisor's issue set.
- Monitoring, researching, and analyzing current events and policy issues to make informed recommendations on priorities and adjustments to relevant state programs and policies.
- Defining metrics and milestones to evaluate progress on implementation and policy outcomes.
- Monitoring and staffing councils, boards, and commissions to further the Governor's agenda.

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

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

Decisions about competing prioritization of work, action steps, and routine management. Such decisions include work assignments, planning targets, performance metrics, as these tasks relate to the role. Decisions on whether an issue needs to be elevated to the Executive Office or MDHHS Director's Office.

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

Issues with potential political implications that may impact either the Executive Office or the MDHHS Director's Office. Decisions with legislative or agency-wide impact. Issues with major impacts on multiple stakeholders.

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.

Standard office where the incumbent maintains focus on priority initiatives in a fun, fast-paced environment, while managing a heavy workload with competing priorities. Travel and event attendance may be required.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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?

Manage climate and environmental policy issues and concerns, and how they intersect with energy, natural resources, and agriculture. The incumbent works with the Governor, members of the Policy team, other Executive Office staff and cabinet members, state departments, and any other stakeholders.

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

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

This position works for the Michigan Department of Health and Human Services (MDHHS) and is detailed within the Governor's policy division as a Climate and Environment Policy Advisor. The incumbent manages issues in these areas, especially how they intersect with energy, natural resources, and agriculture. This position would serve as a policy advisor and project manager on existing and new initiatives in this issue space.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

State Assistant Administrator 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Preferred:

- Working in state government, particularly in departmental leadership or a Governor’s office.
- Understanding of state legislative and administrative processes.
- Developing policy solutions and making recommendations to high-level principles.
- Communicating and rafting briefing memoranda on complex policy issues.
- Project managing, including setting, communicating, and meeting goals and deadlines.
- Fostering coordination and collaboration among colleagues and with external stakeholders.
- Navigating fast-paced working environments while managing a heavy workload with competing priorities.
- Working with or understanding the stakeholder community on the advisor’s relevant issue set.
- Working professionally on the advisor’s relevant issue set, particularly in a policy or programmatic role, preferably on the ground in Michigan.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Commitment to getting results and maintaining focus on priority initiatives to reach the Governor’s goals.

Demonstrated ability to synthesize research on policy topics quickly and communicate recommendations accurately and succinctly.

Excellent communication, organizational, and interpersonal skills, and sound political judgment.

Ability to work independently and with a team.

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:

None

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.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

3/24/2025

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