

## 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><br>MDHHS-COM HEALTH CENTRAL OFF                                                       |
| <b>3. Employee Identification Number</b>                                                                                  | <b>9. Bureau (Institution, Board, or Commission)</b><br>Environmental Health                                      |
| <b>4. Civil Service Position Code Description</b><br>PUBLIC HEALTH CONSLTNT MGR-2                                         | <b>10. Division</b><br>Environmental Community Services                                                           |
| <b>5. Working Title (What the agency calls the position)</b><br>Unit Manager – Lead Testing Support Unit                  | <b>11. Section</b><br>Care Coordination Section                                                                   |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>MEDINA, ANGELA A; STATE ADMINISTRATIVE<br>MANAGER-1  | <b>12. Unit</b><br>Lead Testing Support                                                                           |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>SPEIDEL, CARIN L; STATE DIVISION ADMINISTRATOR | <b>13. Work Location (City and Address)/Hours of Work</b><br>333 South Grand Ave., Lansing MI 48913 / 8:00 - 5:00 |

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

This position is the unit manager for the Lead Testing Support Unit. The person in this position is responsible for the statewide strategy for increasing blood lead testing overall and specifically increasing capillary to venous confirmatory testing for children under age 6. The person in this position is responsible for coordinating blood lead testing activities, programming, policies, procedures, and guidance with other state, federal, and local health agencies, health care providers, and the public. The person is responsible for overseeing budgets and contracts, providing leadership statewide to develop and implement evidence-based approaches to blood lead testing, educating health care providers about blood lead testing recommendations and requirements, and conducting program improvement activities based on continuous program evaluation activities. The person is responsible for recruiting, hiring, and supervising staff, and evaluating work performance, in accordance with equal employment opportunity and laws and employment policies of the State of Michigan.

**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: 30**

Recruits, hires, supervises, and evaluates work performance of staff in the Lead Testing Support Unit.

**Individual tasks related to the duty:**

- Coordinates activities by scheduling work assignments, setting priorities, assigning work, and directing the work of unit staff.
- Identifies staff development and training needs and ensures that training is obtained.
- Selects, hires, and assigns staff, ensuring equal employment in hiring and promotion.
- Reviews all written work products of unit staff.
- Ensures proper written documentation and evaluation of information used for decisions about blood lead testing activities and programming.
- Ensures staff implementation of evidence-based practices and approaches to blood lead testing.
- Ensures development/maintenance of written documentation of unit processes/procedures.

**Duty 2**

**General Summary:**

**Percentage: 30**

Oversees budgets, grants, and contracts.

**Individual tasks related to the duty:**

- Prepares grant proposals, workplans, budgets, progress reports and other required documents related to funding from external agencies.
- Ensures that contracts are executed and amended according to MDHHS requirements in the Master and Comprehensive Agreements.
- Oversees tracking of all contracts, including budget and workplan adjustments, audits, and related administrative functions.
- Ensures that deadlines are met for all fiscal matters.
- Leverages public health funding mechanism and procedures, and ensures programs are executed within current and projected budgets.
- Provides unit metrics and information for the completion of required annual reports to the public and the legislature.

**Duty 3**

**General Summary:**

**Percentage: 25**

Provides technical expertise and consultation on blood lead testing support to internal and external partners, including state and local agencies, legislators, the media, local health departments, health care providers, and partners in lead poisoning prevention.

**Individual tasks related to the duty:**

- Oversees the communication of public health findings and recommendations to local, state, and federal agencies.
- Coordinates technical assistance to local, and other state agencies.
- Develops and implements training needed by internal and external public health and health care professionals.
- Oversees timely response to citizen, public health, and health care provider inquiries.
- Develops reports, publications, and other documents to enhance public awareness of blood lead testing.
- Provides blood lead testing subject matter expertise on projects related to health education, engagement, and outreach.
- Develops/amends rules related to blood lead testing, specifically the Universal Blood Lead Testing administrative rules.
- Identifies, fosters, and facilitates communication and collaboration across the Care Coordination Section and with internal and external partners related to blood lead testing.

**Duty 4**

**General Summary:**

**Percentage: 15**

Conducts continuous quality improvement and program evaluation.

**Individual tasks related to the duty:**

- Oversees process and outcome evaluations of blood lead testing support and related programs in local health departments and health care provider offices.
- Continuously reviews scientific and public health publications to ensure that blood lead testing support activities are based on current research and policy.
- Oversees and evaluates implementation of programs conducted by agencies under contract with MDHHS for lead poisoning prevention, including auditing of progress reports and budget submissions, and ensuring compliance with requirements for corrective actions to address deficiencies in program implementation.
- Gathers input from local health departments and health care providers on improvements to procedures and policies to ensure changes align with the need at the community-level.

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

The position holder makes work assignments for staff in the unit. The position holder makes independent decisions regarding blood lead testing. The position holder makes independent decisions while using data and research findings to provide lead testing services and programs.

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

The person in this position is a highly skilled and educated professional: minimal oversight is required. The health opinions and health action recommendations involving highly complex issues or far-reaching policy decisions are reviewed and approved by the supervisor and other management positions before being finalized. Health opinions and recommendations are also provided to MDHHS upper management in support of departmental objectives.

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.

Activities of this position include office work and occasional travel for meetings and presentations. Requires working at a computer. Occasional need for work in evenings and on weekends to complete tasks with deadlines.

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.

| NAME               | CLASS TITLE                | NAME               | CLASS TITLE                    |
|--------------------|----------------------------|--------------------|--------------------------------|
| HOSNER, VERONICA R | DEPARTMENTAL ANALYST-E P11 | GLEASON, MELISSA J | PUBLIC HEALTH CONSULTANT-E P11 |

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

Managing and overseeing the Lead Testing Support unit. Including:  
Hiring, supervising, and evaluating unit staff.  
Developing and overseeing implementation of workplans.  
Ensuring that program activities and outputs are evidence based and meet highest standards for quality and accuracy.  
Preparing and implementing grant proposals.  
Overseeing budgets, contracts and all related fiscal activities of the program.  
Conducting program evaluation and implementing corrective actions based on evaluation findings.  
Interacting with public health officials, health providers, other governmental agencies, and the public to promote the goals of the unit.

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?**

The Lead Testing Support unit is a unit in the Care Coordination Section, Division of Environmental Community Services, that has the mission of preventing and mitigating health hazards of exposure to lead in the environment. The overall mission of the Division of Environmental Community Services is to prevent and mitigate health hazards of exposure to lead in the environment. This unit is responsible for blood lead testing to identify children who may be exposed to lead hazards.

**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 public or business administration with a health care administration concentration; a master's degree in social work; master's degree in counseling, or master's degree in education or special education with specialization in blind/visual disabilities.

**EXPERIENCE:**

**Public Health Consultant Manager 14**

Five years of professional experience as a consultant in a field of public health equivalent to a Public Health Consultant, including three years equivalent to a Public Health Consultant P11, two years equivalent to a Public Health Consultant 12, or one year equivalent to a Public Health Consultant 13.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

- Knowledge of survey and research methods, and public health sciences.
- Knowledge of employee policies and procedures, supervisory techniques, and equal employment practices.
- Advanced skills in written and oral communications; use of Microsoft Office suite.
- Ability to train, direct, and evaluate employees.

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. Knowledge and skills in the initiation, development and evaluation of public health programs.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid drivers license is preferred.

**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.***

\_\_\_\_\_  
Appointing Authority

11/20/2025

\_\_\_\_\_  
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