

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. STDDADM1R74N

## 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> Children's Coordinated Health Policy and Supports
<b>4. Civil Service Position Code Description</b> STATE ADMINISTRATIVE MANAGER-1	<b>10. Division</b> Access Standards, Service Array, and Policy
<b>5. Working Title (What the agency calls the position)</b> Children's Home and Community-Based Services Manager	<b>11. Section</b> Home and Community-Based Services Policy and Implementation
<b>6. Name and Position Code Description of Direct Supervisor</b> KURDUNOWICZ, PHILLIP; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> NEITMAN, PATRICIA L; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Lansing, MI / Monday – Friday, 8:00am – 5:00pm

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

The Children's Home and Community-Based Services Manager is responsible for overseeing the implementation and ongoing operation of the full array of Medicaid-funded home and community-based services for children and youth with behavioral health needs, including children and youth who are in the child welfare and juvenile justice systems. This position's responsibilities include (1) planning for and coordinating internal and external discussions related to the development and expansion of home and community-based services, and (2) managing the development and implementation of policy, procedures, and guidelines for the delivery of services to impacted populations in accordance with state and federal requirements. This position will be responsible for providing oversight of section staff towards developing the service array for the DD v. MDHHS settlement agreement. This position is also responsible for ongoing oversight and management of children's home and community-based services under the Medicaid program including the Children's Waiver Program and Waiver Program for Children with Serious Emotional Disturbances.

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**

Plan for and coordinate internal and external discussions related to the delivery of Medicaid-funded home and community-based services for children and youth with behavioral health needs regardless of their system involvement.

**Individual tasks related to the duty:**

- Assist the bureau director and division director with coordinating bureau and interagency discussions related to the DD v. MDHHS settlement agreement.
- Participate in interagency meetings for the DD v. MDHHS settlement agreement and coordinate discussions related to the service array
- Convene and coordinate internal and external discussions to support the implementation of an expanded service array as part of the DD v. MDHHS settlement agreement
- Assist with the implementation and ongoing maintenance of the DD v. MDHHS settlement agreement
- Assist with the development of an outreach plan on to key audiences including families, providers, service agencies, public payers, and State of Michigan employees
- Establish a process for collecting and responding to stakeholder feedback on issues related to the Medicaid-funded service array
- Develop and provide presentations to key audiences
- Confer with officials of federal, state, and local agencies, legislators, governor's aides, professional and organizations, and interest groups on matters relating to the array of home and community-based services
- Provide oversight, guidance, and effective communications strategies for stakeholders and State of Michigan staff

**Duty 2**

**General Summary:**

**Percentage: 50**

Manage the development and implementation of policy, programs, waivers, procedures, and guidelines for the delivery of home and community-based services. Review federal and state laws and regulations and ensure compliance of new services with federal and state requirements.

**Individual tasks related to the duty:**

- Plan, organize, and direct the activities of staff in the research, analysis, and development of policy to expand access to Medicaid-funded home and community-based services and ensure compliance with federal and state regulatory and statutory requirements
- Plan, organize, and direct the activities of staff in the development and ongoing maintenance of waiver programs to support the provision of Medicaid-funded home and community-based services and ensure compliance with federal and state and regulatory requirements
- Review current policies, programs and waivers and identify necessary changes to the service array based upon the DD v. MDHHS settlement agreement
- Review federal and state laws and regulations to assess their impact on potential service changes
- Review, revise, and implement certification criteria for home and community-based services
- Establish and provide oversight of staff activities related to the waiver enrollment process for children's waiver programs
- Establish a process for certifying and reviewing certifications for providers and oversee the ongoing operation of this process
- Develop targets for annual service utilization of the new service array
- Assist with the development of a quality monitoring strategy for services
- Establish a process for monitoring the operations of waiver programs and addressing any issues
- Oversee the development and promulgation of changes to Medicaid policy, state plan, and waivers in support of expanding the service array
- Coordinate the efforts of section staff to develop the service array by developing action plans, assigning work, and providing oversight of related activities

**Duty 3**

**General Summary:**

**Percentage: 10**

Provide hiring, supervision, and performance management to section staff.

**Individual tasks related to the duty:**

- Provide guidance, mentoring and employee engaged performance reviews
- Communicate and hold regular section meetings
- Meet with employees to discuss policy and process issues with the implementation of services and develop action plans to implement necessary changes.
- Review and provide oversight of work products created by employees

**Duty 4**

**General Summary:**

**Percentage: 10**

Completes other duties as assigned.

**Individual tasks related to the duty:**

- Support statewide efforts to address the DD v. MDHHS lawsuit and comply with related commitments
- Assist the Chief Deputy Director and bureau director with the development of an annual budget related to service expenditures
- Develop and submit legislative reports as required under state law
- Assist with the development of a training and technical assistance program on children's behavioral health services for families, providers, service agencies, public payers, and State of Michigan employees

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

Determines information relevant to goals, determines methods for gathering information needed, develops criteria for measuring elements and implementation status, develops report formats, establishes priorities among multiple project needs, determines how much information can be shared with others while researching potential project impacts, assigns and oversees work of employees.

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

Final authority to accept, reject or modify decisions and recommendations made by this position that are politically sensitive, have fiscal impact, have department-wide impact, or have impact to organizations external to the department will remain with the Director.

**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 environment.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
POWELL, ANGELO	DEPARTMENTAL SPECIALIST-2 13	SATTELBERG, TAMMY A	DEPARTMENTAL SPECIALIST-2 13
SEBREE, BETHANY	DEPARTMENTAL ANALYST-A 12	HOGA, KIMBERLY A	DEPARTMENTAL ANALYST-A 12
DROLETT, MEGAN R	DEPARTMENTAL ANALYST-A 12	VACANT	DEPARTMENTAL TECHNICIAN-A

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?**

The Children's Home and Community-Based Services Manager oversees the implementation and ongoing operation of the full array of Medicaid-funded home and community-based services for children and youth with behavioral health needs, including children and youth who are in the child welfare and juvenile justice systems. Plans and coordinates internal and external discussions related to the development and expansion of home and community-based services, and manages the development and implementation of policy, procedures, and guidelines for the delivery of services to impacted populations in accordance with state and federal requirements.

**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 Home and Community-Based Services Policy and Implementation Section is responsible for developing, implementing, and monitoring the provision of home and community-based services for children and youth with behavioral health needs. This section will also assist the Bureau of Children's Coordinated Health Policy and Supports with implementing the expanded service array within the context of the DD v. MDHHS settlement agreement. This position is for the section manager.

**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.

Preferred: Possession of a bachelor's degree in a social science or human services field.

**EXPERIENCE:**

**State Administrative Manager 15**

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

**Alternate Education and Experience**

**State Administrative Manager 15**

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

- Some knowledge of health care coverage including the Medicaid program and commercial coverage.
- Knowledge and understanding of the delivery of behavioral health services to children, youth, and families.
- Demonstrated ability to critically analyze and resolve problems.
- Sound written and verbal communication skills.
- Demonstrated ability to manage employees or contractors.
- Demonstrated ability to deliver trainings on health care topics to staff and external partners
- Experience in either directly providing or overseeing behavioral health services for children, youth, and families.
- Demonstrated ability to review and ensure compliance with federal and state laws and regulations
- Ability to write procedural manuals and develop resource materials.
- Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.
- Demonstrated knowledge of training and supervisory techniques.
- Ability to instruct, direct, and evaluate employees.
- Thorough knowledge of state government organization and functions.
- Ability to communicate effectively orally and in writing.
- Ability to use Microsoft Office, PowerPoint, Teams, and Excel.
- Ability to maintain favorable public relations.
- Additionally as listed on the CSC Job Specification.

*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.***

6/2/2026

\_\_\_\_\_  
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