

**State of Michigan
Civil Service Commission**

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

Position Code

1. PBHLCSTA

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) Environmental Health Bureau
4. Civil Service Position Code Description Public Health Consultant-A	10. Division Division of Toxicology and Response
5. Working Title (What the agency calls the position) Community Resource Consultant	11. Section Chemical Planning and Response
6. Name and Position Code Description of Direct Supervisor GOSSIAUX, LAURA R; PUBLIC HEALTH CONSLTNT MGR-2-FZN	12. Unit Community Services Unit
7. Name and Position Code Description of Second Level Supervisor TIERNAN, GERALD G; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 333 S. Grand Avenue, Lansing, MI. 48933 / 8:00 to 5:00 M-F

14. General Summary of Function/Purpose of Position

This Public Health Consultant serves as a recognized resource in environmental health program management for the safety net programs within MDHHS Environmental Health Bureau's (EHB) Get Ahead of Lead initiative. The position will lead analysis of on-going program operations and recommend changes of policies and processes as needed to improve efficiency and effectiveness. They coordinate complex and long-term public health programs and projects as assigned, prioritizing internal operations and external grantee work to conduct the work of the Get Ahead of Lead safety net programs. They serve as the dedicated resource to staff in EHB, providing guidance on applicable environmental health resources, developing guidance documents (and similar) as needed. This employee will advise EHB Leadership on strategies for improvement of the program and evaluation of projects and programs operated by CSU.

This is a dynamic position requiring the consultant to work as a core team member, serve as a main point of contact for a range of local, state, and federal government staff, as well as with local non-profits that provide emergency, time-critical, or essential services to residents or are grantees of the Get Ahead of Lead programs. This employee will independently solve logistical challenges, and work with a wide range of personalities, including individuals under stress, to ensure public health actions are completed.

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: 50

Serves as a recognized resource in environmental health program and project management, overseeing the three safety net programs within the Get Ahead of Lead initiative (Faucet and Filter Safety Net, Filter Safety Net, and Filters for Foster Care). This employee establishes, operationalizes, and/or evaluates other projects and/or programs with relevance to environmental health community services including a broad range of environmental hazards. Assigned projects or programs could be related to time critical response activities.

Individual tasks related to the duty:

- Writes needed program processes and procedures and recommends necessary changes to management.
- Analyzes and evaluates on-going program operations and recommends modifications of policies and procedures and methods of work to achieve greater efficiency and effectiveness in distribution of filters and replacement cartridges, installation of faucets, and outreach for the communities and intended population for the Get Ahead of Lead safety net programs.
- Serves as a recognized expert in community service functions in internal planning meetings with Chemical Planning and Response Section (CPRS) and Environmental Health management and lead staff regarding community service efforts, particularly related to the Get Ahead of Lead safety net programs.
- Serve as a technical resource in Get Ahead of Lead safety net program implementation to all community services unit staff and management, as well as staff throughout EHB and MDHHS, as needed.
- Develops program plans for the assigned area, including study and analysis of program data, formulation of policy, and preparing program budget recommendations.
- Oversee activities of over 10 grantees and vendors to provide the expected services of the Get Ahead of Lead safety net programs.
- Monitor program budget of approximately \$60 million and provide regular updates to internal financial team.
- Recommends policy improvements as needed to EHB Leadership.
- Develops tools to further the efficiency and effectiveness of the Get Ahead of Lead safety net program.
- Initiate meetings, coordinate, schedule, facilitate, prepare agendas, track follow-up actions, and document meeting action items.
- Identify and complete or delegate work requests for the Get Ahead of Lead safety net program based on understanding of need.
- Coordinate requests from other areas of EHB and MDHHS in for the Get Ahead of Lead safety net program.
- Provide consultation to other groups outside MDHHS as appropriate, including, but not limited to, local health departments, other state departments, and national and federal partners.

Duty 2

General Summary:

Percentage: 20

Position develops guidance documents to implement community services and proposes strategies to improve the logistical implementation of engaging with the public, local entities, and stakeholders regarding environmental chemical public health concerns and hazards, particularly in time critical response scenarios. Position provides significant staff training to those implementing the guidance, at times providing just-in-time training for MDHHS and other agency staff.

Individual tasks related to the duty:

- Conduct research and analysis around best practices related to community services functions. Interprets research and recommends changes to Community Services Unit management.
- Seek input and build consensus around community services processes with MDHHS Environmental Health management and representatives of local public health leadership.
- Develop and p facilitate training for staff and EHB management assigned to implementation.
- Serve as a senior member of the CPRS team in development and implementation of section functions.
- Develop tools and materials needed for training purposes and documentation of planned activities.
- Determine information and data that needs to be tracked and recorded in relation to community services activities, such as distribution of funding for emergency relocations for affected residents.

Duty 3

General Summary:

Percentage: 20

Serve as a resource for community services staff and the Community Services Unit Manager, providing guidance on applicable environmental health resources and Get Ahead of Lead safety net program eligibility.

Individual tasks related to the duty:

- Respond to questions from CSU, CPRS, and EHB staff regarding environmental health resources and programs including the Get Ahead of Lead programs.
- Evaluate questions received according to existing guidance documents and advise staff appropriately.
- Identify complex, novel, or sensitive questions that require escalation to management.

Duty 4

General Summary:**Percentage: 5**

Seek to maintain and gain knowledge and skills in the area of community services including but not limited to topics of cultural influences, environmental justice, and socio-economic factors that interrelate to public health and environmental chemical exposures, and time critical response. Identifies opportunities to compete for federal funds allowing enhanced involvement in these focus areas.

Individual tasks related to the duty:

- Participate in web-based meetings. Develop and implement necessary trainings for CPRS staff, management and stakeholders as deemed necessary.
- Seek out MDHHS or State policy and procedures that affect community services actions and provide recommendations for implementation for the Section, as needed.
- Attend workshops, trainings, and conferences related to community services functions and programs, as approved and as funding allows, to identify best practices and potential process improvements.
- Identify means of collaboration and research other state and local initiatives to ensure Michigan remains competitive in receipt of federal funds.
- Complete any training required by MDHHS.

Duty 5**General Summary:****Percentage: 5**

Additional support to the section and department on an as-needed basis on topics of community services and time critical response.

Individual tasks related to the duty:

- Position may be called upon to assist with other Division or Bureau community service and time critical response activities on an as-needed basis, or on other duties as assigned.

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

Independent judgment is used in all areas of planning, design, evaluation, and management of assigned Programs. Decisions regarding program design, data management, and evaluation are all done independently in collaboration with the program team. Independent judgment is also used in providing consultation to department staff and management. These decisions affect professional staff, support staff, and operational activities of the Environmental Health, in addition to the populations being served by the Division. They will also affect policies and procedures within the Division.

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 overall plan of work and decision on priorities will be done in concert with the supervisor. Project plans are reviewed and approved by the supervisor and other management positions if necessary, before being finalized and implemented. Guidance is required of the supervisor (and potentially the Section Manager and Division Director) regarding political and financial feasibility of program plans and for issues where policy, procedure or guidance materials do not address or are unclear. Any document or product that will become publicly available must be reviewed and approved by a chain of supervisors beginning with the Unit Manager. Any decisions related to funding must be discussed with the supervisor prior to implementation.

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.

This position is primarily an office position with some requirement to attend public meetings or possibly visit individual homes. The person may encounter common household odors, pests, or indoor air pollutants pending the condition of the dwelling.

Position may have occasional travel within the State, including evening, weekends and overnights. Less occasionally, travel may be required outside the State.

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):**

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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?

- Serves as a recognized resource in program and project management for community service functions and programs.
- Establishes, operationalizes, and/or evaluates programs with relevance to environmental health community services including a broad range of hazards.
- Develop standard operating procedures and processes and train staff to ensure consistency in responses to provide community service support to local agencies and communities.
- Participate in internal planning meetings with CPRS managers and lead staff to alert staff and prepare as needed prior to and during activation. Participate in high level planning meetings with other State of Michigan and federal programs and agencies.
- Complete necessary reporting documents, including after action reports and response evaluations, identifying areas for process improvement and scoping out best practices; collect forms from local health and other stakeholders as needed for auditing purposes; maintain financial and resource implementation records as determined necessary by Division Director for tracking expenditures of general funds.

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

New establishment.

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

The Community Services Unit (CSU) is part of the Chemical Planning and Response Section (CPRS). The unit plans for and implements community services in response to environmental health concerns. Activities often involve working with a variety of internal and external partners both in project management and unified command structures to directly support citizens affected by environmental health threats. During time critical and/or emergency response efforts, the unit continues to provide the logistical, operational, and/or direct support to communicate and implement necessary intervention actions directly to individuals or small groups. This position will be a part of the team that will provide support services to communities either directly or through coordination with local public health staff who may be temporarily or permanently impacted by environmental public health issues.

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

EXPERIENCE:

Public Health Consultant 12

Three years of professional 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 emergency response and incident command principles.
- Knowledge of the relationship of state and local health departments to partner with other community health agencies.
- Knowledge of community organization as related to environmental public health problems.
- Knowledge of the methods used to plan, develop, implement, and evaluate public health programs.
- Knowledge of the techniques of dealing with individuals and groups.
- Ability to recognize, analyze, and recommend solutions to environmental public health engagement challenges.
- Ability to participate in planning health programs and developing policies and procedures.
- Ability to coordinate state and local health program activities.
- Ability to train local health care personnel to implement health care programs.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to organize, evaluate, and present information effectively.
- Ability to maintain favorable public relations.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

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 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

11/4/2025

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