

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTAN12N

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division Children Trust Michigan
5. Working Title (What the agency calls the position) Departmental Analyst 12 - Prevention Coordinator	11. Section
6. Name and Position Code Description of Direct Supervisor COGGINS, HEIDI; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor GREENBERG, SUZANNE G; SENIOR EXECUTIVE ASST DPTY DIR	13. Work Location (City and Address)/Hours of Work 235 S. Grand Ave., Lansing, MI. / 8-5

14. General Summary of Function/Purpose of Position

Children Trust Michigan (the state Child Abuse and Neglect Prevention Board) is an independent, non-profit organization dedicated to the prevention of child abuse and neglect in Michigan. Children Trust Michigan financially and operationally supports the prevention programs across the state's 83 counties. Children Trust Michigan raises public awareness, disseminates information, conducts public education, provides training and technical assistance to the prevention programs. Children Trust Michigan must also raise all its revenue for the programs and services provided.

This position is the recognized resource and statewide lead for child abuse and neglect prevention training and technical assistance. This position is charged with review of grants, monitoring and desk reviews; developing procedures, creating reports to the legislature, TA bulletins and other; providing training and technical assistance to local organizations and other statewide entities; developing policy and guidelines; conducting needs assessment; coordination and development of public awareness/education activities and materials; also, responsible for taking lead responsibility on other special projects and board committees as assigned.

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: 35

Grant Coordination and Monitoring

Individual tasks related to the duty:

- Oversight of Children Trust Michigan-funded grant programs; develop/revise primary prevention and secondary prevention grant applications; review grant applications and program budgets; prepare grant agreements and payment releases; review quarterly reports, conduct desk reviews; and assure compliance with identified guidelines, including funding requirements;
- Identify best practice information/models and provide technical assistance and support to CTM-funded programs;
- Convene or attend meetings to facilitate the work; write ongoing general correspondence to the prevention network;
- Develop policy and guidelines; analyze operations; maintain records; convene regular meetings, working closely with other CTM team members.
- Review and update grant monitoring procedures, disseminate to appropriate staff.
- Create and design grant applications for compliance with CTM program goals as established by the CTM leadership, nationally affiliated partners, legislation, and department policies.
- Monitor contract agreements for compliance with CTM program goals as established by the CTM leadership, legislation, and department policies.
- Lead grant funding opportunity (GFO) process working closely with other state departments as needed.
- Lead the risk assessment process and evaluation in compliance with state and federal standards.

Duty 2

General Summary:

Percentage: 30

Statewide Lead for child abuse and neglect prevention training and technical assistance. Training and technical assistance needs will be researched to meet the needs to the prevention programs.

Individual tasks related to the duty:

- Provide statewide technical assistance and support for child abuse and neglect prevention.
- Research, develop and coordinate trainings with other CTM staff for prevention programs, local systems, developing contracts with trainers, and consultants, and conducting special projects or initiatives as identified.
- Coordinate the development of training materials as needed and assure their distribution to the prevention programs.
- Develop, implement, facilitate and maintain a viable and active workgroup(s) for the prevention programs.
- Provide technical assistance to CTM prevention programs needing assistance, to comply with their obligations under designation agreements, including implementation of the program standards.
- Research up-to-date evidence-based / evidence-informed prevention programming opportunities and make them available to all CTM-funded prevention programs.
- Using research proven strategies, provide technical assistance to CTM prevention programs to ensure they are providing meaningful involvement opportunities for parents and families.
- Attend national meetings, trainings, and conferences, and support the mission and goals of CTM.
- Assist CTM Team in a specialized role in the days prior and the day of the Annual Auction in May and Child Abuse Prevention Awareness activities in April and throughout the year.
- Assist and support the prevention programs with planning and facilitating CAP Month activities at the state and local levels

Duty 3

General Summary:

Percentage: 15

Provide strategic coordination across program areas, foster collaborative relationships with national, state, and local stakeholders and ensure clear, timely, and professional communication to advance organizational goals.

Individual tasks related to the duty:

- Collaborate with community and state partners as needed or required to meet CTM program needs.
- Create CTM communication materials as directed by the Prevention Program Manager or Executive Director.
- Create and write bi-weekly or monthly news briefs communications from CTM to prevention programs.
- Collaborate and communicate with MDHHS on prevention stories for newsletters and other areas requested by MDHHS.
- Make recommendations and provide content for CTM's prevention programming section of its website including new and current resource links.
- Ensure programs are using the current Children Trust Michigan logo on all program communications.
- Publicly represent CTM in applicable venues, including but not limited to, state organizations /agencies (e.g. PAM), program events, speaking engagements, other national CTM or PCA partners and other stakeholders.
- Facilitate the research, design and implementation of special programming as directed by the Prevention Program Manager or Executive Director
- Attend and engage in statewide and national meetings as they align with CTM objectives and programming needs.
- Participating in conference calls with vendors, coalitions, state partners, and other stakeholders as needed
- Develop new initiatives from concepts as assigned by the director or board.

Duty 4

General Summary:

Percentage: 15

Provide comprehensive oversight of data management, reporting processes, and program evaluation activities to ensure accuracy, accountability, and alignment with departmental standards.

Individual tasks related to the duty:

- Maintain related databases; oversee the dissemination of materials and other resources/publications.
- Develop a means of measuring the effectiveness of the work assigned; developing reports or related publications;
- Implement a system for quarterly check-in with the programs including appropriate documentation for communications, events and training throughout their respective communications.
- Lead the oversight program evaluation, ensuring the prevention programs meet the program standards.
- Analyze data, prepare reports, and monitor for effectiveness and impact, including developing and implementing data summaries and visualizations.
- Document and maintain data collection and management processes.
- Providing analytic support for program goals, including weekly, monthly, quarterly, and annual reporting

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Participate in Children Trust Michigan fundraising efforts, including after hours for the annual Auction.
- Supervise student interns.
- Work closely with the other CTM Coordinators, Financial Analyst, and Program Assistant.

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

This position is able to independently:

- Conducting a needs assessment, determining how to address the need, and implementing the strategy. Developing reports to the board and making budget recommendations. Or, developing materials related to the work.
- Make decisions concerning prevention programming compliance, non-compliance and corrective action relating to designation agreements, grant documentation, required training, and other officially established expectations of this category of grantees.
- Ensuring E-GRAMS compliance.
- Recommend and make changes in grant application and reporting templates.
- Determine program workgroup content for monthly meetings
- Assigning work to and supervising student intern.

Who might be affected includes CTM policy, budget, staff, local service providers and families, state and local partners and funders. Research, analyze and make recommendations within all areas of program grant operations.

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

- Request/allocation of resources outside those budgeted to this work; proposed policy changes.
- Proposed addition or creation of a new local council and corresponding designation agreement.
- Granting deadline extensions.

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.

Normal use of office equipment such as printers, computers, etc. Extensive travel throughout the state for meetings, conferences, monitoring, TA, site visits, etc. Some lifting related to transporting and disseminating materials at conferences, exhibits, events, and grantees.

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. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

CTM grant processes; monitoring, technical assistance and support to CTM state and local network; data collection, analysis and reports related to work assignments; identification of statewide trends, issues, cross-system work, etc .. Also, public awareness activities and materials. All of these are statutory requirements.

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

This position description is being updated to reflect the most accurate duties.

Duty 1 - added to these two responsibilities:

- Lead grant funding opportunity (GFO) process working closely with other state departments as needed.
- Lead the risk assessment process and evaluation in compliance with state and federal standards.

Removed Duty 2 – The individual tasks have been spread out throughout other duties.

Duty 3 and Duty 4 – was modified to add clarity. Removed leading the program committee. The Program Manager is doing this.

Education – added: Preferred: Possession of master's degree in human services.

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

Children Trust Michigan has been designated under P.A. 250 of 1982 (as amended) as the lead agency for child abuse and neglect and malnutrition. This position is primarily dedicated to the integrity and implementation of prevention practices in Michigan for child abuse and neglect.

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 master's degree in human services.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Strong written and verbal communication skills.
- Strong training and facilitation skills.
- Strong organizational skills.
- Ability to work independently and meet deadlines.
- Ability to accept and follow directions and supervision.
- Ability to maintain focus, poise and work ethic under stress.
- Ability to maintain a consistent and dependable work schedule within established business hours.
- Ability to work overtime according to need.

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.

NA

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

LORA ADEE

7/13/2026

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