

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b>
1. DEPSPL2R64N

## 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) Epidemiology and Population Health
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division Vital Records and Health Statistics
5. Working Title (What the agency calls the position) Departmental Specialist 13	11. Section Vital Records and Health Data Development
6. Name and Position Code Description of Direct Supervisor MYERS, LINDSEY A; STATE ADMINISTRATIVE MANAGER-1	12. Unit Statistics
7. Name and Position Code Description of Second Level Supervisor DUNCAN, JEFFREY D; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 333 S. Grand Avenue, Lansing, MI 48933 / Monday-Friday; 8:00 – 5:00

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

This position serves as the section's subject matter expert, technical adviser, and liaison for the MDHHS Institutional Review Board (IRB) and Office of Compliance to determine the accessibility and feasibility of data file acquisitions for researchers and customers. This position is also the statewide expert for requests in the use and dissemination of current and historical vital statistics data for the department and statewide programs and serves as the subject matter expert and liaison to the vital statistics system's electronic statistical databases. The position ensures quality and accuracy of data maintenance, and oversees data extract processes, transformations, loads and curation of operational data from vital statistics registries to statistical data stores. This position also functions as a Special Projects Coordinator for the Health Data Development Section in the Division of Vital Records and Health Statistics.

**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: 75**

Serve as the subject matter expert, technical advisor, and liaison for data file acquisitions, preparation, and dissemination of current and historical vital statistics data for the department and statewide programs, and for all data research-related and compliance issues within the division.

**Individual tasks related to the duty:**

- Serve as the technical advisor and liaison to the department's Institutional Review Board (IRB) and Office of Compliance.
- Serve as point of contact and liaison for all data research-related and compliance issues and subject matter expert for the use and dissemination of current and historical vital statistics data for the department and statewide programs within the division.
- Prepare specialized data files and statistical tabulations, reports, graphs, vital statistics, and health related data to data recipients.
- Develop advanced computer applications to generate specialized data sets for approved research-related data requests and ensure current state and federal required standards are met.
- Evaluate requestor eligibility for obtaining vital records data and determine appropriate actions. This may include providing the requestor with appropriate forms and confidentiality agreements, obtaining additional supporting information from the requestor, and if necessary, submit the request to the IRB for additional internal review and approval.
- Review and respond to complex protected health information inquiries regarding provided files, data origin, file structure and content, definitions, data quality and availability. Ensure requestors understand and comply with departmental policies, protocols, and guidelines on the release and receipt of information and recordkeeping.
- Review and approve the release of requests for current and historical data. Generate and disseminate historical reports for birth, death, infant death, abortion, marriage, and divorce data.
- Evaluate and recommend criteria, standards, and guidelines to assess the divisions program structures and determines their compatibility with overall objectives and priorities for the division.
- Independently develop and write complex codes using Adobe Dreamweaver to generate tables and graphs for the division's Vital Statistics website used extensively by internal and external users.
- Provide expert level consultation and guidance on using vital records data to requestors.
- Research and interpret applicable laws, rules, and statutes regarding the release and confidentiality of vital records data.
- Evaluate and review Data Use Agreements (DUAs), Institutional Review Board (IRB) applications, and supporting documents for compliance with department policies and procedures, requiring extensive knowledge of the statutes and administrative rules regarding the release of vital records information.
- Determine fee structures for all research-related data requests.
- Develop and maintain electronic tracking system to record all DUAs, IRB studies, and confidentiality agreements for the division.
- Train users on the interpretation of results; prepare and provide reference materials to assist with result interpretations.
- Research, analyze, and interpret complex customer reporting needs of vital statistics, demographics, social-economic and health related data.
- Represent division as subject matter expert at meetings with internal and external stakeholders.

**Duty 2**

**General Summary:**

**Percentage: 10**

Serve as the subject matter expert and liaison for the vital statistics systems electronic databases. As the sole point of contact, this position is responsible for making decisions in the development, management, and accuracy of data in the vital records statistical data files.

**Individual tasks related to the duty:**

- Collect and maintain program data necessary to meet program reporting and evaluation requirements to assure the goals of the agency are met.
- Create, coordinate, and maintain the management of the databases, including processes that extract, transform, load and curate operational data from vital statistics registries to statistical data stores.
- Design, implement, and document the process of the electronic data collection of Michigan vital events.
- Ensure quality of programmatic data and databases are accurate and error free. This includes updating database structures to reflect federal and state modification requirements.
- Recommend and implement uniform file management; maintain and document procedures for diverse and complex vital statistics and health data files.
- Utilize and maintain computer applications to record and analyze data on program and service activities.
- Manage and maintain historical birth, death, infant death, fetal death, marriage, and divorce data files from 1970-present.

**Duty 3****General Summary:****Percentage:** 10

Serve as Special Projects Coordinator for the Health Data Development Section of the Division for Vital Records and Health Statistics.

**Individual tasks related to the duty:**

- Serve as the liaison with all offices involved, including but not limited to: Vital Records, CDC, State Police, Department of Human Services, and Local Health Departments.
- Conduct special projects and research.
- Coordinate with other agencies to assure necessary tasks are fulfilled to meet mutual business objectives.
- Assure various project committees and teams stay updated with project findings.
- Maintain all documentation regarding various projects associated within the division.
- Maintain and update all contractual agreements regarding projects within the Data Development section.

**Duty 4****General Summary:****Percentage:** 5

Other duties as assigned by manager and State Registrar.

**Individual tasks related to the duty:**

- Participate in various Registration and Data Management activities.
- Participate in complex data linkage projects.
- Complete tasks as directed.

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

As subject matter expert for the division, the incumbent routinely makes decisions regarding the release of sensitive vital records and health statistics data. As the sole point of contact for data requests, the incumbent is responsible for making decisions in the development, management, and accuracy of the data in the vital records statistical data files and independently determines eligibility for the release of these files. Quality of department program data and errors in the release of these data could affect a larger arena. The incumbent routinely works with the Office of Compliance and IRB, requiring extensive knowledge of these processes, and independently makes decisions as to the accessibility and feasibility of complex data requests for research purposes, which may include direct or indirect human subject involvement. These decisions could conceivably affect the individuals from which the vital records data is derived. Providing inaccurate or inappropriate data could result in faulty program planning or policy making. Providing confidential data to ineligible requestors could result in a failure to abide by Michigan statutes and subject the department to litigation and/or unfavorable public opinion. It is imperative that the incumbent accurately interpret statutes and rules regarding the release and confidentiality of vital records data and be able to explain such to data recipients.

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

Consults with manager when data requests involve confidentiality issues or office policy concerns. Consults with manager in the area of administrative rules and public health statutes.

**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 office working conditions.

**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):**

N Complete and sign service ratings.

N Assign work.

N Provide formal written counseling.

N 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?**

This position serves as the section's subject matter expert, technical adviser, and liaison for the MDHHS Institutional Review Board (IRB) and Office of Compliance to determine the accessibility and feasibility of data file acquisitions for researchers and customers. This position is also the statewide expert for requests in the use and dissemination of current and historical vital statistics data for the department and statewide programs and serves as the subject matter expert and liaison to the vital statistics system's electronic statistical databases. This position also functions as a Special Projects Coordinator for the Health Data Development Section in the Division of Vital Records and Health Statistics.

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

Position was last reviewed for reclass to the Departmental Specialist 13. Due to the significant increase in requests related to the release of sensitive vital records and health statistics data since last position review, which include complex research-related data requests that require extensive knowledge of IRB and Compliance rules and regulations and vital records data sets, this position no longer has the capacity to develop/build calendar year statistical data files, including the matched birth and infant death file for the division. Those tasks have been removed from the PD.

Percentage of duties have been updated; only a couple tasks related to develop/build calendar year statistical data files have been removed; a few new tasks have been added under duty 1; minor verbiage changes to a couple tasks under duty 1 and duty 2. Management affirms the position remains the staff specialist and the overall functions of the position remain unchanged.

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

The function of the unit is to coordinate and provide consultation about, analysis of and tabulations from data in the vital statistics and health information data system. This position serves as the section's subject matter expert, technical adviser, and liaison for the MDHHS Institutional Review Board (IRB) and Office of Compliance to determine the accessibility and feasibility of data file acquisitions for researchers and customers. This position is also the statewide expert for requests in the use and dissemination of current and historical vital statistics data for the department and statewide programs and serves as the subject matter expert and liaison to the vital statistics system's electronic statistical databases.

**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:**

**Departmental Specialist 13 - 15**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

Knowledge of various types of software, including complex statistical analysis software, knowledge of vital statistics data systems, knowledge of special techniques for analyzing vital statistics and health information systems data, ability to coordinate activities with others, ability to coordinate activities of different processes to shorten wait time, and in-depth knowledge of eligibility requirements for each type of vital record. Must have excellent communication skills both verbally and in writing. Thorough knowledge of vital records rules and regulations, along with extensive knowledge of the Office of Compliance and IRB policies and procedures.

*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.***

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Supervisor

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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.***

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LIBERTY IRWIN

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1/28/2026

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.***

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Employee

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Date