

State of Michigan
Civil Service Commission

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

Position Code

1. DEPSPL2

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) HIV AND STI PROGRAMS
4. Civil Service Position Code Description Departmental Specialist-2	10. Division HIV/STI PROGRAMS, CLIENT & PARTNER SERVICES
5. Working Title (What the agency calls the position) HIV CARE SPECIAL PROJECTS SPECIALIST	11. Section HIV CARE SECTION
6. Name and Position Code Description of Direct Supervisor MARTIN, CHELSEA; DEPARTMENTAL MANAGER-3	12. Unit HIV CARE SPECIAL PROJECTS
7. Name and Position Code Description of Second Level Supervisor LUKOMSKI, DAWN; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 111 W. EDGEWOOD BLVD., LANSING, MI 48911 / M-F 8A-5P

14. General Summary of Function/Purpose of Position

This position is the sole statewide departmental specialist for people living with HIV (PLWH) in Michigan, serving specifically as the HIV aging, chronic conditions and housing specialist. This position is responsible for coordinating and managing key public health interventions on behalf of the Bureau of HIV and STI Programs (BHSP) that improve the health outcomes of PLWH in Michigan. This includes handling complex issues while implementing projects by developing innovative partnerships and expanding services that support higher rates of engagement in HIV medical care and increased viral suppression. Additionally, this position has a unique focus on establishing stable housing opportunities for PLWH and identifying strategies to meet the needs of PLWH who are facing aging related health concerns and/or who have a co-diagnosis of a chronic disease.

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: 40

Improve health outcomes for people living with HIV with co-diagnosis of a chronic health condition.

Individual tasks related to the duty:

- Identifies and manages the procurement efforts for funding opportunities to support public health interventions related to co-diagnosis of HIV and chronic disease.
- Establish inter-departmental relationships to improve access to services for people living with HIV.
- Serves as a primary consultant with Michigan Medicaid and BHSP HIV Epidemiology Unit for data and evaluation activities, identifying novel uses for Medicaid data set analysis, to analyze and leverage the Medicaid data warehouse to identify trends and inform resource allocation, and implementing key cost containment strategies related to the provision of medication for PLWH.
- Completes complex data collection, analysis and prepares reports and internal and external correspondences related to the intersectionality of HIV, chronic disease, and ageing related illness.
- Develops program guidance, goals, and plans for implementation of public health interventions related to improving the health outcomes of people with a co-diagnosis of HIV and chronic disease.
- Serves as a liaison and technical advisor to local health departments, develops public reports and guidance, and supports community organizations including sub-recipients on the topics of Chronic disease and HIV co-morbidities and aging with HIV.
- Oversees and manages activities related to supporting PLWH who are aging and managing increased medical complexity due to their HIV diagnosis.
- Works with aging experts within MDHHS to develop guidance and recommendations for funded Ryan White agencies on best practices for serving this specific population.
- Supports advocacy and education organizations by providing technical assistance and support to Ryan White Agencies to implement the best practice recommendations.
- Serves as a liaison to national HIV organizations on the topic of aging with HIV.
- Completes analysis of complex data sets and literature review to ensure guidance and recommendations are up to date and substantiated by data.
- Serves as the primary liaison to the BHSP Quality and Evaluation Unit to define metrics and establish evaluation plans.

Duty 2

General Summary:

Percentage: 20

Develops policies and procedures and provides guidance and technical assistance to Ryan White B Rebate funded projects.

Individual tasks related to the duty:

- Designs and conducts surveys, compiles data, and produces reports to inform program planning and evaluation.
- Conducts evaluation and cost analysis activities for program activities.
- Provide training and technical assistance to partners on continuous and emerging topics.
- Conducts virtual or onsite evaluations of sites requesting designation to assess their capacity to comply with program standards, guidelines, and other requirements.
- Perform contract management relating to writing agency work plans, review of contract budgets, and to provide feedback on agency performance via monthly or quarterly project related calls, and quarterly progress reports.
- Conducts the development, interpretation, evaluation, and recommendation of policies, procedures, rules, and regulations for the effective operation of programs.
- Utilize sociocultural and epidemiological data to identify at risk populations and prioritize where HIV Care services and education should be increased.
- Develop correspondence staff administering RW rebate funds as required and/or appropriate.
- Collaborate with Continuum of Care and Return to Care Units when appropriate.
- Consults on the development of needs assessment activities, integrated plan activities, lean process activities, provide tools, advise methods, interpretation, and dissemination of results.

Duty 3

General Summary:

Percentage: 20

Subject matter expert on housing related activities for PLWH including facilitating and monitoring the provision of housing services with co-located medical care access. This requires a high level of coordination between disparate and complex housing and health care systems to ensure compliance with state and federal policies.

Individual tasks related to the duty:

- Serves as a liaison and technical advisor to local health departments, develops public reports and guidance, and supports community organizations including sub-recipients on the provision of housing services for PLWH.
- Oversees and supports the provision of housing services with a specific focus on the connection between stable housing and access to health care services to help improve Ryan White performance measures for PLWH experiencing housing instability.
- Monitors and evaluates existing housing interventions, identifying and implementing expanded housing service opportunities as changes in Ryan White policy guidance is updated, and creating co-located housing and healthcare spaces for PLWH.
- Manages grant writing and reporting activities to meet federal and state funding requirements.
- Serves as the primary liaison to the BHSP Quality and Evaluation Unit to define metrics and establish evaluation plans.
- Train new agencies on data entry, recording, and reporting requirements.
- Establish relationships with partners to address gaps in services.
- Maintain records and prepares reports and internal and external correspondence related to housing work.
- Analyze data and develop reports to contribute to program evaluation and quality assurance. Reports include recommendations for program refinement and redirection.
- Collaborate with Continuum of Care Unit and Ryan White agencies when developing and implementing housing initiatives.
- Perform contract management relating to writing agency work plans, review of contract budgets, and to provide feedback on agency performance via monthly or quarterly project related calls, and quarterly progress reports.

Duty 4

General Summary:

Percentage: 15

HIV Care Section Activities and Other Duties.

Individual tasks related to the duty:

- Develops alternative strategies for programs based on analysis and research related to HIV Care outcomes and the provision of anti-retroviral therapy via the AIDS Drug Assistance Program.
- Evaluates policy guidance documents for possible inclusion in programs and decides on the appropriate action(s) to take.
- Develop budgets and oversight of state and local, private, and public funded agencies, to ensure appropriate utilization of funding.
- Seeks out and participates in various professional development opportunities and incorporates new skills and information in current work.
- Maintains records and prepares reports and correspondence related to the work.
- Oversees and manages activities related intersectionality of HIV diagnosis and chronic disease co-morbidities.
- Works with chronic disease experts within MDHHS to develop guidance and recommendations for funded Ryan White agencies on best practices for serving this specific population.
- Collaborates with healthcare practitioners to provide technical assistance and support to Ryan White Agencies to implement the best practice recommendations.
- Serves as a liaison to national HIV organizations on the topic of HIV diagnosis and chronic disease co-morbidities.
- Completes analysis of complex data sets and literature review to ensure guidance and recommendations are up to date and substantiated by data.
- Communicate with local health departments and community-based organizations in the jurisdictions.
- Engage with community planning bodies.
- Use stakeholder engagement to recommend effective program updates.
- Represents the section/division on intra- and extra Departmental committees.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other tasks, duties, and responsibilities assigned by Division and Section leadership to ensure quality services for Michigan residents.
- Professional reading and seminars.
- Support Section and Division activities by participating in required meetings, committees, confidentiality and security trainings and other trainings as needed

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

Determining if program operations are consistent with federal, state, section and bureau policies, procedures, standards, guidelines and reporting requirements. Analyzing data and research to propose guidance and public health interventions to improve health outcomes. Deciding which type of services should be provided based on unmet need calculated by analyzing gap in medical care visits and persistent viral load suppression. People affected by these decisions include people living with HIV.

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

Attendance at meetings in and outside the state of Michigan dealing with state level department administrators and other government officials. Formal program recommendations or guidance for external funded entities.

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.

Position requires some nights and weekend hours and some hours in the field under stressful 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):

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

In a departmental specialist capacity, this position will manage activities related to HIV Care Special Project initiatives.

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

This position has grown in complexity and scope with responsibility for best practices and policy levers to fortify HIV service delivery systems' capacity to respond to aging, chronic conditions, housing and insurance navigation needs. This position is also now the primary steward of academic and community-based learnings and subsequent technical assistance strategy in those described domains, and develops performance reporting mechanisms to assess the quality of subrecipient efforts delivered in those described domains. The position independently initiates and manages communications and relationships with external parties with whom the Division partners with to provide technical assistance and quality improvement strategies to subrecipient agencies toward improving screening and treatment of chronic conditions among people with HIV as well as provision of housing services.

This position is also the primary liaison between the Bureau of HIV/STI Programs and partners within the Bureau of Health and Wellness, Housing and Homeless Services Division and Aging, Community Living and Supports Bureau. In addition, this position is now the housing, chronic conditions and aging subject matter expert for the development of policies and service standards for implementing Ryan White services aligned with HRSA and other federal agency guidance.

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

The HIV Care Special Projects Unit is responsible for developing, facilitating, tracking and following-up on the progress of projects that support positive health outcomes for people living with HIV in Michigan. This position serves as the specialist within the Unit, conducting complex data and policy analysis, developing innovative partnerships, and expanding services that lead to higher rates of engagement in HIV medical care and increased viral suppression.

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:

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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 the operational and technical problems involved in the administration of a specialized program.
- Knowledge of Public Health and HIV.
- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Knowledge of the need, preparation, and use of reports.
- Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.

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:

A valid Michigan driver's license and a good driver record 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.

LIBERTY IRWIN

6/4/2026

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