

State of Michigan
Civil Service Commission

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

Position Code

1. DEPTMGR2

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 Manager-2	10. Division HIV/STI Programs, Client and Partner Services
5. Working Title (What the agency calls the position) Unit Manager	11. Section HIV/STI Client, Partner and Community Outreach
6. Name and Position Code Description of Direct Supervisor LOWERY, DANIEL; STATE ADMINISTRATIVE MANAGER-1	12. Unit Detroit Client, Partner and Community Outreach
7. Name and Position Code Description of Second Level Supervisor TUINIER, KRISTINE M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3044 W. Grand Blvd, Suite 4-650, Detroit MI 48202 / 7:30a.m.- 4:00p.m. M-F

14. General Summary of Function/Purpose of Position

The employee functions as a first-line professional manager of professional positions in a standard work area. This position is responsible for translating program goals into activities resulting in reduced disease morbidity and complications from STIs and HIV in the City of Detroit, Highland Park, Harper Woods and the Grosse Pointes. Manage the Detroit Client, Partner and Community Outreach Unit, which includes both STI and HIV Partner Services, in accordance with Federal, State, and City guidelines. Responsible for all administrative and management within the Detroit jurisdiction including direct supervision of the Community Outreach Specialist and Disease Intervention Specialists. Monitoring of case investigation outcomes and epidemiologic functions. Oversee professional staff evaluations via regular audits/reviews and annual appraisals. Develop, strengthen and maintain partnerships and collaborations with internal and external partners.

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

Plan, develop, implement, direct and evaluate an effective and efficient Detroit Client, Partner and Community Outreach Unit.

Individual tasks related to the duty:

- Develop, strengthen and maintain partnerships and collaborations with internal and external partners.
- Develop a comprehensive plan to provide culturally and linguistically appropriate services focused on eliminating health disparities for racial, ethnic and sexual minority populations.
- Monitor to inform the development of budgets, expenditure reports and make spending plan recommendations.
- Develop, monitor, implement and evaluate a comprehensive quality management and evaluation plan for the Detroit Client, Partner and Community Outreach Unit which includes staff training, contract development, monitoring and implementation, data collection, provider and staff training and strategic planning.
- Review and update the HIV/STI Client, Partner and Community Outreach Section policies and procedures that includes staff functions, responsibilities, expectations, standards, practices and state and federal requirements.
- Provide data driven program and fiscal recommendations to supervisor, as requested.
- Oversee the administration and evaluation of contracts and grants including state and federal reporting requirements.
- Develop reports, presentations, and speeches as directed by the Division Director and Section Manager.
- Respond to assignments as requested by the Division Director and Section Manager.
- Coordinate and collaborate on assignments and projects with other Division and Bureau staff.
- Respond to other requests for information.
- Serve as liaison between the City of Detroit, Highland Park, Harper Woods and the Grosse Pointes areas, and the MDHHS HIV/STI Client, Partner and Community Outreach Section on partnerships, collaboration, and plans.
- Coordinate and collaborate with Managers in the Client, Partner and Community Outreach Section and Bureau of HIV and STI Programs to foster program collaboration and service integration.

Duty 2

General Summary:

Percentage: 20

Train, supervise, monitor and evaluate staff and provide day-to-day direction of Unit staff.

Individual tasks related to the duty:

- Make staffing and integration recommendations to supervisor.
- Ensure that all staff receive adequate orientation, training and re-training where needed.
- Conduct employee performance appraisals as requested by supervisor and/or Division Director.
- Develop a plan to routinely seek staff input and recommendations on improving staff supervision, morale and the quality of the work environment.
- Establish and maintain a Unit with high level collaboration and partnership between staff within the unit and among other Units and Sections.
- Provide all staff with equitable learning and practice opportunities to strengthen skills and expand knowledge.
- Routinely document progress of staff towards meeting individual and program goals and objectives; document staff accomplishments and areas for staff improvement.
- Conduct regular staff meetings.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned by supervisor

Individual tasks related to the duty:

- Duties and responsibilities including special projects and studies. Tasks will include employee engagement activities, integration of HIV and STI meetings, outbreak response and maintaining a high level of security and confidentiality.

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

Day-to-day programmatic decisions, scheduling internal local meetings and appointments , free-of-charge training opportunities. Assign and approve work. Complete and assign service ratings. Approve leave requests. Approve time and attendance. Provide guidance on work methods. Employees, colleagues, internal and external partners and Michigan citizens may be affected by decisions.

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

- In collaboration with the BHSP Communications Team, design and inform on publications for professional and public disseminations.
- Any recommendation or action related to staff; including hiring, discipline, changes in function, performance review, etc.
- Contractual agreements or requirements.
- Program policies.
- Personnel and resource allocations

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 long hours including 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
STARR, TAYNEATA M	RESOURCE PROG ANALYST-A 12	VACANT	RESOURCE PROG ANALYST-E
VACANT	RESOURCE PROG ANALYST-E	WATSON, CAROL M	RESOURCE PROG ANALYST-A 12

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?

I fully agree with the responses given in items 1-20.

23. What are the essential functions of this position?

Administration and management of the programmatic aspects of the Detroit Client, Partner and Community Outreach Unit.

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

This position was last reviewed in October 2012 when it was reclassified to a Departmental Manager-3 from a Departmental Manager-2 based upon programmatic duties regarding the City of Detroit and being responsible for overseeing the Detroit STI program on behalf of the Bureau. This program, with additional staff like admin, specialists and surveillance, has been removed and now the position consists of overseeing a single BHSP unit with duties and responsibilities in accordance with a Departmental Manager-2, 13 classification. The Detroit Client, Partner, and Community Outreach Unit specifically is no longer considered a complex work unit.

Specific changes made throughout the PD are as follows:

- General summary has been updated.
- Language has been removed and modified from the tasks under duty 1.
- Tasks have been removed under duty 2.
- Updated language and removed budget from box 17.
- Updated language in box 25.
- Added required language in KSAs.

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

The Detroit Client, Partner and Community Outreach Unit is responsible for effectively administering STI control programs in the Detroit District area and assuring that programs and services are focused on racial, ethnic and sexual minority populations. The Unit is responsible for coordinating and collaborating with other Units and Sections within the Division and building and strengthening partnerships with internal and external partners including STI outstate and HIV partner services.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Bachelor's Degree in any major

EXPERIENCE:

Departmental Manager 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.

One year of experience in providing technical assistance and consultation in improving or developing health programs. (Subclass code HLTH).

Preferred: Two years' experience investigating, interviewing and providing surveillance, partner notification and case management services for people with sexually transmitted infections and specifically for those with Syphilis and HIV/AIDS.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed in the Civil Service job specifications. In addition:

- Knowledge of the methods used to plan, development, implement and evaluate public health programs.
- Ability to recognize, analyze and recommend solutions to health system needs and problems.
- Ability to participate in planning health programs and developing policies and procedures.
- Ability to communicate effectively with others and maintain favorable public relations.
- Knowledge of equal opportunity policies and procedures.
- Knowledge of employee policies and practices.
- Ability to instruct, direct and evaluate employees.
- Ability to analyze, synthesizes, and evaluates a variety of data for use in program development and analysis.
- Knowledge of public health.
- Knowledge of labor relations.
- Knowledge of health equity, health disparities, and social determinants of health and their impact on racial, ethnic and sexual minority populations.
- Ability to analyze and assess operations from the standpoint of management controls.
- Ability to assess program vulnerabilities.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with colleagues, leaders, management, and internal and external partners and collaborators.
- Ability to effectively build partnerships and sound collaborations with community leaders and members.
- Ability to develop areas of improvement and develop solution-driven strategies.
- Ability to develop and implement policies and procedures to achieve program goals and 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:

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

2/19/2026

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