

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) Health and Wellness
4. Civil Service Position Code Description PUBLIC HEALTH CONSULTANT-2A	10. Division Child & Adolescent Health
5. Working Title (What the agency calls the position) Local Health Department (LHD) Consultant	11. Section Child, Adolescent and School Health
6. Name and Position Code Description of Direct Supervisor TARRY, CARRIE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor TARRY, CARRIE L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 109 W. Michigan Avenue; Lansing, MI 48933 / M-F, 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position is an advanced level public health consultant that provides consultation and oversight of two distinct programs in the Division of Child and Adolescent Health. The position provides statewide coordination and consultation to all 45 local health departments (LHDs) in Michigan on Medicaid outreach and enrollment. The position is the sole content expert for local health department Medicaid outreach and is responsible for coordinating all aspects of this work within the public health administration. The position is also part of a team that provides program consultation and administrative support and oversight for the Local Maternal Child Health (LMCH) program in Michigan as part of the Title V Maternal and Child Health Block Grant. Using advanced public health skills, this position provides leadership and guidance in meeting the programmatic and policy requirements associated with the LHD Medicaid Outreach Program and serves as a liaison between the Public Health Administration and the Medicaid Administration on outreach and enrollment activities for local health departments. The position collaborates with and provides leadership on both Medicaid outreach and maternal child health with key stakeholders in local health departments throughout the state.

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: 45

Coordination of Local Health Department Medicaid Outreach and Enrollment

Individual tasks related to the duty:

- Coordinate all aspects of the statewide Local Health Department Medicaid Outreach and Enrollment Program.
- Provide consultation and technical assistance to LHDs providing Medicaid Outreach and enrollment activities as outlined in the current MSA Bulletin. Communicate any policy changes to LHDs as needed.
- Work with Medicaid Policy staff to answer local questions, meet technical assistance needs and provide presentations on Medicaid Outreach and Enrollment as outlined in the current MSA Bulletin.
- Review and approve annual budgets, quarterly financial status reports and a final expenditure report for all 45 LHDs implementing the program.
- Assure all LHDs complete annual reports and other reporting requirements as needed.
- Serve as a liaison between Local Health Departments, the Public Health Administration, and the Medical Services Administration (MSA) to troubleshoot and forecast needs as appropriate.
- Attend the LHD Administrators Forum, providing updates, answering questions, and providing overall direction to Finance Directors within Local Health Departments as it related to the LHD Medicaid Outreach Program.

Duty 2

General Summary:

Percentage: 45

Provide consultation, technical assistance, and administrative oversight to local health departments through the local maternal child health (LMCH) program.

Individual tasks related to the duty:

- Review, approve, and provide technical assistance on LMCH workplans, reports, budgets, and expenditure reports using EGrAMS and other systems.
- Provide consultation and technical assistance to local health departments on MCH topics, including topics that are state and/or national priority areas.
- Collect and evaluate LMCH programmatic and financial data for state and federal reporting.
- Participate in planning processes related to quality improvement and needs assessments for LMCH.
- Assist with writing sections of the Title V Maternal and Child Health Block grant.
- Participate in Title V steering committee, core team, needs assessment, and other groups as needed.
- Monitor maternal and child health population data. Assess trends and developments, identify program needs and project the impact of changes on programs and services.
- Assure all Division MCH programs, services and activities comply with state and federal funding requirements; clinical best practices; and departmental, budgetary, legislative and administrative rules and requirements.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Represent the Division of Child & Adolescent Health on internal and external workgroups and advisory councils to develop and build strategic partnerships related to Medicaid outreach and engagement, maternal and child health, and other relevant programs.
- Represent the division at local health department meetings. Identify strategic issues and priorities within local health and share with colleagues in the Division of Child & Adolescent Health. Make programmatic changes and improvements as indicated.
- 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.

This position is responsible for decisions and oversight regarding the management of the Local Health Department Medicaid Outreach Program. This position is also part of a team that provides oversight for the Local Maternal Child Health (LMCH) program. This position is responsible for providing consultation and technical assistance to local health departments, assessing trends and emerging priorities related to Medicaid outreach and the MCH population, reviewing and approving programmatic and financial reports, and establishing contracts and related outcomes. Independent judgment is needed in carrying out day to day operations when representing the division at various meetings and conferences, and interacting as a liaison with federal, state and local partners.

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

Approval of policy decisions and documents; implementation of activities that may impact the overall department function and/or promulgation or revision of rules, policies, or processes; and in the establishment of strategic planning and development of related objectives and outcomes.

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.

Activities of this position include office work and periodic state and national travel. Position involves meeting multiple deadlines and assignments in a fast-paced environment with frequent deadlines in short periods.

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?

This position is an advanced level public health consultant that provides statewide coordination and consultation to all 45 Local Health Departments in Michigan on Medicaid Outreach and Enrollment and is part of a team providing consultation and support on maternal and child health priorities within the Title V Maternal Child Health Block Grant. This position is the sole content expert for local health department Medicaid outreach and is responsible for coordinating all aspects of this work within the Public Health Administration. In addition, this position is part of the LMCH state team within the Division of Child & Adolescent Health that provides oversight of the LMCH program and supports local health departments in meeting maternal child health needs in their jurisdictions.

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

The position description has not been updated since approximately 2004. This position description was updated to reflect the current duties, functions, and responsibilities of the position. The previous position description included responsibilities for the Plan First! Family Planning Waiver. This program no longer exists. The previous employee moved into the LHD Medicaid Outreach and Title V work that is now reflected in the revised PD, but the original PD was never updated.

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

The function of this work area is to plan, develop and coordinate the statewide Local Health Department Medicaid Outreach Program. This is the lead public health position responsible for coordination and oversight of this program. In addition, this position serves as part of a team providing consultation, oversight, and technical assistance to Local Health Departments implementing the local maternal child health program funded through the Title V MCH Block Grant. This position is housed within the Division of Child & Adolescent Health, which provides an array of public health programs and initiatives aimed at meeting the health and wellness needs of young children, school-aged children, adolescents, young adults, and families.

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 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 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 13

Four years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including two years equivalent to a Public Health Consultant P11 or one year equivalent to a Public Health Consultant 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Knowledge of local health department practices and their relationships to state government.
- Knowledge and understanding of administrative management of complex public health programs including organizational planning, training and reporting.
- Knowledge of fiscal planning and budgets.
- Knowledge of effective evaluation practices and community need assessment methods.
- Strong interpersonal skills.
- Ability to communicate complex ideas effectively in writing and verbally with stakeholders.
- Ability to solve complex problems involving multiple systems and issues.

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:

Valid drivers license.

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

2/24/2021

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