

State of Michigan
Civil Service Commission

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

Position Code

1. PBHCST2AA50R

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) Bureau of Health and Wellness
4. Civil Service Position Code Description PUBLIC HEALTH CONSULTANT-2A	10. Division Chronic Disease and Injury Control Division
5. Working Title (What the agency calls the position) Cancer Control Public Education Consultant	11. Section Cancer Prevention and Control Section
6. Name and Position Code Description of Direct Supervisor MCFALL, ANGELA M; PUBLIC HEALTH CONSLTNT MGR-2	12. Unit Comprehensive Cancer Control Unit
7. Name and Position Code Description of Second Level Supervisor HAGER, POLLY; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 109 W MICHIGAN AVE; WASHINGTON SQUARE BLDG; LANSING, MI 48913 / 8am-5pm Monday-Friday

14. General Summary of Function/Purpose of Position

This employee is the statewide consultant for cancer public education and outreach (traditional media campaigns such as television, social media, radio campaigns, and print media such as brochures) serving local health agencies and other relevant contractors who participate in all Cancer Prevention and Control Section Programs. This second advanced level position is responsible for planning statewide public education, including major media campaigns and activities which emphasize the importance of cancer screening for all cancers. This consultant assists in the oversight and monitoring of relevant comprehensive cancer control projects/services for public education This statewide consultant has responsibility for highly complex major public health program initiatives, routinely participating in the review, analysis, and development of evidence-based programs, and services. This consultant provides technical assistance to Cancer Prevention and Control Section Programs and liaises with other chronic disease detection/treatment/prevention programs to promote program integration and collaboration. In addition, this consultant helps plan and participate in conferences, workshops, and other venues to address and communicate cancer control's challenges, solutions, and resources.

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: 60

This employee is the statewide consultant for cancer public education and outreach serving local health agencies, and other relevant contractors who participate in all Cancer Prevention and Control Section Programs. This position is responsible for planning statewide public education and outreach, including major media campaigns and activities which emphasize the importance of cancer screening where applicable. This consultant assists in the oversight and monitoring of relevant comprehensive cancer control projects/services for public education.

Individual tasks related to the duty:

- Plan and monitor statewide public education activities surrounding breast, cervical, lung, colorectal cancer screening, etc.
- Review existing evidence-based programs and best practices and disseminate appropriate tools and information for public education activities
- Assess cancer control resource needs and facilitate resource development for cancer public education
- Coordinates the assessment of cultural sensitivity and document accessibility of cancer prevention and control policies and public education materials
- Assist in the development of educational materials and other documents to enhance public awareness regarding health programs
- Conduct and lead focus groups and key informant interviews for programs as needed
- Coordinate making documents accessible
- Serve as the cancer section's liaison to the contracted media/public education agencies

Duty 2

General Summary:

Percentage: 20

This statewide consultant has responsibility for highly complex major public health program initiatives, participating in the review, analysis, and development of evidence-based programs, policies and services related, but not limited to breast, lung, cervix, and colorectal cancers as well as tobacco control. This consultant also provides technical assistance to relevant programs in the Cancer Prevention and Control Section and liaises with other cancer and chronic disease detection/treatment/prevention programs to promote program integration and collaboration.

Individual tasks related to the duty:

- Attend regular internal staff meetings and provide technical assistance as needed to members of the Cancer Prevention and Control Section and other appropriate MDHHS staff regarding cancer public education
- Contributes in the oversight and management of special projects related to cancer control
- Assist in developing tools, techniques, and reports that will be used to monitor cancer control projects
- Facilitate appropriate data collection and documentation for public education campaigns
- Lead the Women's Health Partnership Campaign to increase enrollment in the Breast and Cervical Cancer Control Navigation Program (BC3NP) and the **Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN)** program

Duty 3

General Summary:

Percentage: 20

Other duties as assigned

Individual tasks related to the duty:

- Participates in professional development activities, including health equity and social justice training.
- Promote and participate in programs/projects that address the social determinants of health and contribute to the reduction of cancer health disparities
- Maintain records and prepare reports and correspondence related to work, as needed
- Perform related essential functions appropriate to the class and other non-essential functions as assigned

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

This second advanced level individual will serve as the Cancer Section Liaison to the MDHHS Communications Office and will be responsible for decision making, in collaboration with appropriate Cancer Section Programs, about appropriate evidenced based interventions for highly complex major public health initiatives around cancer prevention, screening, diagnosis and quality of life. These decisions will affect will impact Michigan Residents and Cancer Section Programs that served Michigan Residents.

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

Guidance will be requested from the appropriate Program Director and/or supervisor when issues emerge which are above the technical abilities, can affect program policies, involve funding, involve new initiatives being undertaken, communication with media, or relate to CDC grant requirements.

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.

Minimal physical activities are required for this position other than extensive telephone communication, deskwork, reading, and very significant computer work. Travel across the state to participate in planning meetings is an expectation of this position.

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?

- Plan and monitor statewide public education activities surrounding all Cancer Section Programs
- Serve as a resource in the review, analysis, and development of evidence-based programs and services related, but not limited to breast, lung, cervix, colorectal cancers as well as tobacco control
- Serve as the Cancer Prevention and Control Section's liaison to the contracted media/public education agencies
- Coordinate and lead the Women's Health Partnership Campaign to increase enrollment in the Breast and Cervical Cancer Control Navigation Program (BC3NP) and the **Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN)** program
- Participates in professional development activities, including health equity and social justice training.
- Promote and participate in programs/projects that address the social determinants of health and contribute to the reduction of cancer health disparities
- Plan and participate in conferences, workshops and other venues to address and communicate cancer control's challenges, solutions and resources.

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

This position no longer serves as lead staff in the preparation of applications and routine progress reports required by CDC and other funding sources. This position will now support the Women's Health Partnership Campaign and other Cancer Prevention and Control Section Public Education projects. Updates have been made to the general summary, duties and tasks. Added required DEI language.

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

The MDHHS Cancer Prevention and Control Section is responsible for planning, implementing, managing, and evaluating cancer prevention control programs and projects throughout the state. This includes programs to address cancer prevention, early detection, treatment, and survivorship. The programs the section administers include:

1. Statewide Breast and Cervical Cancer Control Program, (BCCCP) which is implemented through contracts with local coordinating agencies. These agencies offer breast and cervical cancer screening, early detection, diagnosis, and treatment services to low-income women.
2. Michigan's WISEWOMAN Program is implemented in select counties to provide additional chronic disease and injury prevention and control service to BCCCP program participants.
3. The Michigan Colorectal Cancer Early Detection Program (CRC) is supported by federal funds for the purposes of increasing population-based screening rates for colorectal cancer.
4. The Lung Cancer Early Detection Program which works to increase lung cancer screening rates.
5. The Comprehensive Cancer Control Program is supported by federal funds and leads work to produce and implement a statewide cancer plan.
6. The Young Breast Cancer Survivor Program is a federal program that works to improve the lives of young cancer survivors.
7. The Cancer Screening Project is a program to navigate people living with HIV to cancer screening services.

The Cancer Prevention and Control Section also develops and maintains formal partnerships with a wide variety of local and state agencies, institutions, and organizations which is a federal requirement for all programs. Programs are required to provide professional education and to conduct statewide public education activities. This position is responsible for planning statewide public education, including major traditional media campaigns (i.e. television and radio campaigns and print media such as brochures) and activities which emphasize the importance of cancer screening for all cancers.

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 services administration, community development, urban planning, population and health sciences, international studies, political science, 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 education or 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 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 the methods used to plan, develop, implement and evaluate public health programs
- Knowledge about current public health challenges related to tobacco control and the control of breast, cervical, and colorectal cancers
- Ability to organize, prioritize, manage multiple concurrent responsibilities and work effectively with groups
- Experience in program evaluation and familiarity with local/regional health care systems
- Effective oral and written communication skills
- Experience working with local public health agencies
- Computer competency

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:

Duties require travel statewide. A valid Michigan driver's license is preferred. Some out of state/overnight travel may be needed.

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

7/14/2023

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