

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 Local Health and Administrative Services
4. Civil Service Position Code Description PUBLIC HEALTH CONSLTNT MGR-2	10. Division Division of Chronic Disease and Injury Control
5. Working Title (What the agency calls the position) Comprehensive Cancer Control Manager 2	11. Section Cancer Prevention and Control
6. Name and Position Code Description of Direct Supervisor HAGER, POLLY; STATE ADMINISTRATIVE MANAGER-1	12. Unit Comprehensive Cancer Control Unit
7. Name and Position Code Description of Second Level Supervisor SCARPETTA, LINDA M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 109 W MICHIGAN AVE; LANSING, MI 48913 / 8:00 a.m. - 4:30 p.m.
14. General Summary of Function/Purpose of Position This position will manage staff assigned to numerous grants supported by the Centers for Disease Control and Prevention (CDC). The duties and responsibilities of the position will include: (1) Hiring, supervising, evaluating and providing direction and guidance to Comprehensive Cancer Control staff within the Unit, (2) Serving as Program Director for Michigan's lung cancer control funding, 3) other duties as assigned.	

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

Hire, train, supervise, evaluate, provide guidance and manage the work of staff consisting of professional consultants, support staff, and numerous contract staff working in the highly complex areas of cancer prevention, early detection, treatment, and survivorship.

Individual tasks related to the duty:

- Develop appropriate materials to be used in interviewing and selecting qualified staff.
- Coordinate the interview and hiring process to fill vacancies as needed, ensuring equal employment opportunity in both hiring and promotion.
- Orient and train new staff for the unit.
- Assign and schedule work for each staff member.
- Work with employees to establish annual performance objectives and review criteria.
- Meet regularly with staff to review assignments, progress and work performance.
- Evaluate and verify employee work performance by reviewing assigned work and work techniques.
- Complete probationary, annual and other performance evaluations as needed.
- Ensure proper labor relations and conditions of employment are maintained with the unit.
- Identify and engage key public and private stakeholders in comprehensive cancer control collaborative activities.
- Provide oversight and assist staff and key stakeholders to maintain and sustain a statewide public/private collaborative partnership that participates in comprehensive cancer control planning, implementation and evaluation.

Duty 2

General Summary:

Percentage: 20

Serve as Program Director for Michigan's lung cancer control funding which supports statewide efforts to reduce cancer mortality and morbidity and related health disparities.

Individual tasks related to the duty:

- Assure compliance with mandates, regulations, policies and procedures.
- Oversee the development and issuing of appropriate requests for proposals.
- Oversee the review of proposals, selection of agencies to receive grant contract awards, and the development and issuance of local agency contracts.
- Identify and engage key public and private stakeholders in lung cancer control collaborative activities.
- With the Section Manager, identify subcontractor priorities and approve subcontractor budgets and work plans.
- Monitor contract agency consultation, performance, evaluation and expenditures.
- Work with financial analysts to develop the spending plan and monitor expenditures.
- Assure efficient, effective utilization of state funds for lung cancer control.

Duty 3

General Summary:

Percentage: 20

Perform other duties as assigned.

Individual tasks related to the duty:

- Prepare reports, program statements, and other materials required by the Executive Office, Legislature, Federal agencies and MDHHS administration.
- Respond to public, media, and legislative inquiries as assigned
- Participate on various cancer related workgroups, task forces and panels as appropriate.
- Complete all required trainings on health equity and social justice.
- Promote completion of required trainings on health equity and social justice among unit staff.
- Promote completion of required trainings on health equity and social justice among partner/contract agency staff.
- Promote health equity, social justice, and the dismantling of structural racism in this role as appropriate.

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

- Hire and train new staff.
- Review staff performance.
- Decide on priorities and assign work accordingly.
- Review, evaluate, modify and approve budgets, work plans and work products.
- Establish program policies.

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

- Decisions regarding allocating additional funds to support unit projects.
- Decisions about responses to the media.
- Decisions regarding the development of partnerships with additional agencies and organizations.

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.

- Physical activities include: standing, sitting, walking, and travel to trainings and appropriate meetings.
- Conditions/Hazards: Job will likely involve exposure to general office noise (phones, computer, printer, etc.)

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>
MCFALL, ANGELA M	PUBLIC HEALTH CONSULTANT-2A 13	WEBSTER, DEBORAH	PUBLIC HEALTH CONSULTANT-2A 13
VACANT	PUBLIC HEALTH CONSULTANT-2A	BURTON, SHARDE S	PUBLIC HEALTH CONSULTANT-2A 13
PUTT, AUDRA K	PUBLIC HEALTH CONSULTANT-2A 13	COLE, COURTNEY M	PUBLIC HEALTH CONSULTANT-2A 13
VACANT	PUBLIC HEALTH CONSULTANT-A	SOLIS, TRACY	SECRETARY-E E8

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?

Yes

23. What are the essential functions of this position?

#1, #2 and #3.

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

Two nurse consultant positions were moved to the Services Coordination Unit.

Advancement of health equity and social justice has been added to this position description under other duties.

Duty 3 tasks that were deleted:

- Complete all required trainings on health equity and social justice.
- Promote completion of required trainings on health equity and social justice among unit staff.
- Promote completion of required trainings on health equity and social justice among partner/contract agency staff.
- Promote health equity, social justice, and the dismantling of structural racism in this role as appropriate.

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

The Cancer Prevention and Control Section is responsible for all cancer planning, prevention, and programming for the Department. The Comprehensive Cancer Control Unit provides leadership and expertise aimed at prevention, early detection, treatment, and survivorship of cancers of public health significance. A significant focus of the Comprehensive Cancer Control Unit is the establishment and strengthening of statewide public-private partnerships for cancer control, including identification and achievement of cancer control goals, support of statewide advisory groups, development, implementation, and evaluation of the State Cancer Plan, support of local and statewide collaborative efforts, and provision of consultation throughout Michigan and nationally.

This position provides the needed leadership, guidance, direction and management for the complex cancer control efforts noted above and to new ones as they are developed and initiated.

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 public or business administration with a health care administration concentration; a master's degree in social work; master's degree in counseling, or master's degree in special education with specialization in blind/visual disabilities.

EXPERIENCE:

Public Health Consultant Manager 14

Five years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including three years equivalent to a Public Health Consultant P11, two years equivalent to a Public Health Consultant 12, or one year equivalent to a Public Health Consultant 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Thorough knowledge of public health programs and administration are essential. Knowledge of health program consultation, cancer programming, research and practical application, evaluation design and report writing are desirable. Previous program or project managerial experience, and previous supervisory experience are also desirable.

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.

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

4/22/2022

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