

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. RESPALTA

## 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.

|   |  |
|---|--|
| <b>2. Employee's Name (Last, First, M.I.)</b>   | <b>8. Department/Agency</b><br>MDHHS-COM HEALTH CENTRAL OFF  |
| <b>3. Employee Identification Number</b>  | <b>9. Bureau (Institution, Board, or Commission)</b><br>HIV and STI Programs   |
| <b>4. Civil Service Position Code Description</b><br>Resource Prog Analyst-A  | <b>10. Division</b><br>HIV/STI Programs, Client, and Partner Services  |
| <b>5. Working Title (What the agency calls the position)</b><br>Disease Intervention Specialist                           | <b>11. Section</b><br>HIV/STI Client, Partner and Community Outreach   |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>CLEMENTS, JENINE R; DEPARTMENTAL MANAGER-3           | <b>12. Unit</b><br>REGION 2 Client, Partner, and Community Outreach  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>LOWERY, DANIEL; STATE ADMINISTRATIVE MANAGER-1 | <b>13. Work Location (City and Address)/Hours of Work</b><br>700 Fuller Ave. NE, Grand Rapids, Mi 49503 / 8am-430pm<br>M-F |

**14. General Summary of Function/Purpose of Position**

The Michigan Department of Health and Human Services, Bureau of HIV and STI Programs, Division of HIV/STI Programs, Client, and Partner Services hires Resource Program Analysts to fulfill the role of Disease Intervention Specialists (DIS). This Disease Intervention Specialist (DIS) functions as a resource for local health jurisdiction(s) regarding sexually transmitted infection program issues, HIV prevention and control strategies. In conjunction with the statewide STI program, the DIS enhances service delivery through consultation, evaluation, and technical assistance impacting local program activities. The DIS works to prevent the occurrence, interrupt the transmission, and reduce complications of all reportable sexually transmitted diseases, including but not limited to: Syphilis, Gonorrhea, Chlamydia, HIV/AIDS, Chancroid, Lymphogranuloma Venereum and emerging infections.

The senior level DIS is also responsible for conducting community investigations and client interviews for the most complex cases such as pregnant women, congenital syphilis, and neurological syphilis cases as assigned and additionally handles requests by local health agencies. In addition, this position responds to requests from local schools, community-based agencies or health departments for informational material.

**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**

Performs STI case management duties, including client interviews and community investigations, as assigned. All access and use of confidential information must be limited to that which is necessary to perform assigned job duties and which you have authorized access to. These cases include the more complex STI cases (pregnant women, congenital syphilis, and neurological syphilis) and syphilis, gonorrhea, chlamydia, HIV/AIDS, chancroid, lymphogranuloma venereum, and other emerging infections.

**Individual tasks related to the duty:**

- Review, prioritize, and investigate all reports of positive test results indicating the presence of a sexually transmitted infection. Reports are received from laboratories, hospitals, and physicians. The majority of reports are received electronically through the Michigan Disease Surveillance System (MDSS), Aphirm and MIDASH.
- Conduct community investigations and client interviews for the most complex STI cases such as pregnant women, congenital syphilis, neurological syphilis cases, and other emerging communicable infections as requested by local health agencies.
- Demonstrate proficiency in disease detection technology through recognized testing methods.
- Apply disease intervention methods, case management strategies and procedures toward identified or suspected infection.
- Interview and counsel clients and inform exposed partners, clusters, and reactors of their risks and the availability of treatment.
- Ensure confidential notification and appropriate medical attention for clients and partners.
- Perform timely investigations in accordance with CDC, MDHHS, and local health department standards.
- Apply specialized investigation and intervention techniques to high-risk, non-compliant individuals. This includes travel to dangerous areas. STI investigations require unmarked vehicles for client confidentiality and employee safety.
- Collect, and analyze STI statistics from local, state and national sources to identify, clarify & respond to disease trends.
- Act as a liaison, as well as actively participate in the development of recommendations for continuing STI program operations, both within the assigned jurisdiction and for the statewide perspective.
- Resolving crises and emergency situations, requiring expertise in all aspects of STI control.
- Perform blood draws on clients while working in the community. This applies to staff that were hired after January 2020. Required phlebotomy and bloodborne pathogen training will be provided.

**Duty 2**

**General Summary:**

**Percentage: 20**

As assigned use the Michigan Disease Surveillance System (MDSS), Aphirm, and MIDASH to record all case management and partner service information. MDSS, Aphirm, MIDASH, and other authorized electronic medical records (EMRs) are the secure electronic data management systems.

**Individual tasks related to the duty:**

- Maintain and protect confidential and sensitive health information assigned, including but not limited to: investigation records, interview records, partner services (PS) records, and other sensitive information that must be handled and stored in a secure manner according to established procedures.
- Complete electronic epidemiological reports for cases assigned using the Michigan Disease Surveillance System (MDSS), Aphirm, and MIDASH. Perform record searches to determine the test subject's STI history and treatment status. Enter investigative data into the corresponding health systems to complete casework as indicated by supervisor.
- Daily documentation of STI clinic and community activities; and complete required epidemiological records and reports.

**Duty 3**

**General Summary:**

**Percentage: 20**

Provide technical assistance, training and consultation to public and private sector agencies for the purpose of developing, maintaining and improving STI control procedures.

**Individual tasks related to the duty:**

- Serves as a resource for local health jurisdictions regarding STI and HIV prevention and control strategies.
- Serve as the liaison between the State STI Program and the local STI Program(s) within the assigned jurisdiction.
- Collect data from local health care providers and educators regarding the need for staff or community training regarding communicable diseases.
- Develop STI/HIV prevention curricula in collaboration with local educators.
- Provide educational presentations for staff and members of the community.
- Participate in outreach and screening events, often in non-traditional hours and at venues identified through epidemiologic analysis.

**Duty 4**

**General Summary:**

**Percentage: 20**

Works in collaboration with local health care providers on disease surveillance, testing and treatment.

**Individual tasks related to the duty:**

- Maintains relationships with local healthcare providers, laboratory personnel, and educators to keep informed regarding communicable disease outbreaks and initiates community outreach activities and screening based on this information.
- Provide consultation to health care providers and clinical laboratories on disease surveillance, testing, and treatment.
- Assist local public health department personnel with disease investigations, complex cases, and clinical policies and procedures.
- Conducts semi-annual visits to medical providers wo report 20% or more of area STI/HIV morbidity.

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

All duties and tasks listed in Section #15 require some independent judgment and decisions daily. Diagnosing stages of infection, prioritizing duties, assignment, and performing effective investigations in risky community situations. Those affected include the STI program, individual clients, and the public/private health care providers and adolescents.

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

Supervisor is consulted on all medical/legal situations and matters of statewide policies and practices, and decisions with fiscal implications.

**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 extensive driving and the necessity to work evenings, weekends, and include overnight stays. Community investigation and educational outreach require traveling alone to high-risk areas such as drug houses, bars, adult entertainment establishments, correctional/jail and mental health facilities. Position requires walking, stair climbing, and lifting up to 15 pounds. Entails possible exposure to infectious agents such as HIV, hepatitis, and tuberculosis. STI investigations require unmarked vehicles for client confidentiality and employee safety.

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

Function as a resource for local health jurisdiction(s) regarding sexually transmitted infection program issues, HIV prevention and control strategies. In conjunction with the statewide STI/HIV program, the DIS enhances service delivery through consultation, evaluation, and technical assistance impacting local program activities. The DIS works to prevent the occurrence, interrupt the transmission, and reduce complications of all reportable sexually transmitted infections, including but not limited to: Syphilis, Gonorrhea, Chlamydia, HIV/AIDS, Chancroid, Lymphogranuloma Venereum and other emerging infections. The senior level DIS is also responsible for conducting community investigations and client interviews for the most complex cases such as pregnant women, congenital syphilis, and neurological syphilis cases as requested by local health agencies.

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

New establishment.

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

The STI Section is responsible for ensuring that adequate and effective disease control programs are conducted throughout the state. The Section is comprised of the following components: 1) screening, 2) surveillance, 3) treatment, 4) education and 5) case management. This position is an essential extension of the central STI program in its effort to improve service delivery, outbreak control, quality assurance, education & community outreach.

**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 behavioral science, biology, child, family and human relations, clinical psychology, community or consumer services, criminal justice, family and consumer resources, guidance and counseling, health science or science, home economics, human or family ecology, human development or services, human resources development (human services), organizational behavioral science, public health, psychology, rehabilitation counseling or administration, social science, social services, social work or sociology.

**EXPERIENCE:**

**Resource Program Analyst 12**

Three years of professional experience in evaluating, planning and developing human services programs, including one year of experience equivalent to a Resource Program Analyst 11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

Candidate must possess excellent writing, analytical, and communication skills, including the ability to encourage people to seek medical attention as appropriate. Candidate should be self-motivated, able to work independently, and be comfortable and capable of working with diverse populations. Candidate must be capable of being trained to obtain blood specimens.

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 Michigan driver's license and a good driving 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

\_\_\_\_\_  
Appointing Authority

2/19/2026

\_\_\_\_\_  
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