

State of Michigan
Civil Service Commission

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

Position Code

1. STDDADM1

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) Office of Public Health Transformation
4. Civil Service Position Code Description State Administrative Manager-1	10. Division N/A
5. Working Title (What the agency calls the position) Public Health Operations Section Manager	11. Section Public Health Operations Section
6. Name and Position Code Description of Direct Supervisor BELL, JAMES; STATE OFFICE ADMINISTRATOR-FZN	12. Unit
7. Name and Position Code Description of Second Level Supervisor LYON-CALLO, SARAH; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 333 S. Grand, Lansing, MI 48933 / M-F, 8am-5pm

14. General Summary of Function/Purpose of Position

This position serves as the section manager for the Public Health Operations Section. Responsibilities for this position include the management of the daily operations of the Public Health Operations Section and the Office of Public Health Transformation, including but not limited to development of section goals and objectives; strategic program planning and priority identification, meeting with staff and promoting workforce development and training. Provide administrative oversight of the Office of Public Health Transformation Programs, including but limited to Public Health Infrastructure Grant Program, the Racial Disparities Taskforce Grantee Programs and relevant activities and funding to address complex issues and concerns of the Public Health Administration, assessing ongoing program operations, monitoring procedures, guidelines, and policies for the Office of Public Health Transformation and Public Health Administration along with completion of complex assignments assigned by the Office Director and Senior Deputy Director of Public Health Administration. This position will provide administrative direction to section staff and will serve as the Deputy Director of Public Health Transformation.

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: 35**

Manage the daily operations of the Operations Section of the Office of Public Health Transformation.

Individual tasks related to the duty:

- Interview, hire, assign, select, direct, review, and approve work of section staff ensuring compliance with equal opportunity employment practices.
- Identify and coordinate section staff activities by reviewing and assigning work assignments, setting priorities, and assuring that staff has the appropriate training, education, and knowledge to accomplish assignments.
- Lead strategic program planning and priority identification, including setting section goals and objectives.
- Perform employee probationary and annual service ratings.
- Meet with subordinate staff periodically throughout the year to ensure progress is made in completing individual performance measurements, and to contribute to workforce development through training and other development opportunities.
- Ensure that proper labor relations and conditions of employment are maintained.
- Conduct meetings and conferences with section staff to review progress, discuss operational challenges, and determine future direction.
- Provide both verbal and written updates to the Office Director, other managers in the Public Health Administration, and funding agencies regarding progress toward completion of section and grant goals and objectives.

Duty 2

General Summary: **Percentage: 45**

Oversee ongoing program operations and enact modifications of policies and procedures.

Individual tasks related to the duty:

- Advise and assist the Office Director in all areas of responsibility.
- Coordinate management and oversight of the Racial Disparities Task Force, and Public Health Infrastructure Grant with the Public Health Consultant, and Contract Analyst.
- Oversee program planning, policy, and procedures development.
- Oversee budget development and monitoring (EGRaMS).
- Oversee various grant applications and awards received by the section. Section Manager will also be expected to write portions of grant applications.
- Seek future revenue through various funding mechanisms such as grants, cooperative agreements, and collaborations with other departmental programs as well as other agencies.

Duty 3

General Summary: **Percentage: 20**

Special Projects as assigned by Office Director and Senior Deputy Director.

Individual tasks related to the duty:

- Direct administration and completion of special projects and duties as assigned by the Office Director, and Public Health Senior Deputy Director.
- Collaborate with partners to promote and achieve departmental goals for evidence based and promising practices programs, including addressing racial disparity reduction.
- Serve as the Deputy Director of Public Health Transformation.

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

The individual is responsible for decisions regarding the overall administration of the Public Health Operations Section. This includes supervision of professional staff assignments, determining present and future direction of section, developing budget requests, and managing budgets of federally funded and state funded projects, and ensuring that section activities achieve overall goals and objectives of the section, the office, and the department. Independent judgement is needed when representing the office and department at various meetings and conferences and as a liaison with federal, state, and local agencies.

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

Decisions that may conflict with the mission of the Department and that may also have a substantial financial impact or political implications for Department or Office.

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.

Usual and customary physical effort associated with a general office environment. Travel throughout Michigan and some out of state travel is required for 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.

NAME	CLASS TITLE	NAME	CLASS TITLE
OMARI, AMEL	PUBLIC HEALTH CONSULTANT-E P11		

Additional Subordinates

Departmental Analyst-E (new)

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?

This position manages the Public Health Operations Section, including but not limited to development of section goals and activities, strategic program planning, and priority identification, meeting with staff and promoting workforce development and training. The employee works with general policies and procedures and exercises considerable judgement in the day-to-day operations of this section. The employee plans and directs specific Public Health Operations activities and evaluates the work of the section personnel to ensure compliance with requirements and guidelines of departmental programs and federal funding agencies. The position functions as the Deputy Director of Office of Public Health Transformation.

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 position is nested in the new Office for Public Health Transformation in the Public Health Administration (PHA). PHA is responsible for combining a vast array of public health services in the state, facilitating services that promote health, prevent disease, and facilitating access to appropriate health care for all Michigan residents.

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 any major.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Knowledge of employee policies and procedures.
- Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting and reporting.
- Thorough knowledge of methods of planning, developing, and administering programs.
- Knowledge of fiscal planning management.
- Knowledge of labor relations, equal employment opportunity practices, and affirmative action.
- Ability to communicate effectively to a wide range of audiences with differing backgrounds and educational levels.
- Thorough knowledge of the techniques of dealing with individuals and groups.
- Demonstrated ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.
- Thorough knowledge of training and supervisory techniques.
- Ability to direct and evaluate employees.
- Ability to maintain accurate records, prepare reports, and compose correspondence related to the work.
- Ability to maintain favorable public relations and work as a team.
- Ability to communicate effectively verbally and in writing with others at various levels.
- Knowledge of state and federal and legislative processes related to the work.
- Ability to interpret complex rules and regulations.

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 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

3/20/2026

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