

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 Emergency Preparedness, EMS and Systems of Care
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Division of Emergency Preparedness & Response (DEPR)
5. Working Title (What the agency calls the position) Division Director	11. Section
6. Name and Position Code Description of Direct Supervisor FIEDLER, JAY; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor INGERSOLL, JEAN; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 1001 Terminal Road, Lansing, MI / 8:00am - 5:00pm , Monday-Friday
14. General Summary of Function/Purpose of Position Provides overall direction for the Healthcare Preparedness (HPP) Section and Public Health Emergency Preparedness (PHEP) Section. Functions include planning, organizing, and directing the work of each Section. In addition, the Division has the primary responsibility for the coordination of the department's emergency response activities in the Community Health Emergency Coordination Center (CHECC). The HPP Section has the primary responsibility to coordinate the state healthcare preparedness program. The PHEP Section has the primary responsibility to coordinate the public health emergency preparedness program. This position provides administrative direction for program planning, budgeting, implementation, and evaluation of the programs. Directs development, and administration of federal grant applications and awards. Coordination/oversight of the MDHHS Emergency Management Coordinator and regular coordination with the State Emergency Operation Center, in addition to support during emergency response.	

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**

Perform all of the human resource related responsibilities necessary to lead, direct, train, and evaluate a staff of professionals; as well as execute administrative functions necessary to manage and maintain the Emergency Preparedness & Response Division independently.

Individual tasks related to the duty:

- Establish, maintain, and improve internal policies and procedures governing the daily operations of the Division.
- Advise staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action, assigns responsibilities and monitors actions and responses.
- Evaluate and measure individual staff performance against established criteria.
- Approve extensive travel arrangements and related costs.
- Identify staff development needs and assure that adequate training is obtained.
- Assure that proper labor relations and conditions of employment are maintained.
- Select and assign staff, assuring equal opportunity in hiring, promotion, and other employment practices.
- Discipline immediate subordinates as necessary.
- Set division goals and objectives.
- Establish short/long term program goals and objectives, set priorities, determine and implement operating policies.
- Establish, direct and coordinate a planning process to set work objectives, adjust work objectives, monitor progress and performance and evaluate performance.
- Create and sustain an atmosphere which supports a team approach to planning and setting work objectives, which affect the entire division and objectives that affect specific programs. Visit operating areas of each section/unit frequently.
- Work with Section Managers and staff to establish a process which assures consideration of input from all levels.

Duty 2**General Summary:****Percentage: 40**

Oversee activities related to Healthcare Preparedness Program and Public Health Program Emergency Preparedness Program sections sustainment and development.

Individual tasks related to the duty:

- Direct the development, and implementation of the HPP and PHEP Sections.
- Collaborate with other department staff on issues related emergency preparedness.
- Build and maintain relationships with partners and/or stakeholders, with particular emphasis on matters relating to EP and healthcare coalition development and implementation .
- Direct the work of section supervisors and program specialists, giving final approval to major changes in procedures.
- Disseminate to section supervisors assignments not of a routine nature, special requests from MDHHS management needs.
- Oversee the management of contracts.
- Confer with officials from federal, state, regional and local agencies, professional organizations, and interest groups on matters relating to the Division Functions.

Duty 3**General Summary:****Percentage: 15**

Directs the development and administration of budgets, personnel services, contracts, and federal grants.

Individual tasks related to the duty:

- Provide administrative direction for program planning, budgeting, implementation and evaluation for the components of the PHEP and HPP Sections.
- Ensure timely and accurate development of grant and cooperative agreement applications.
- Ensure that the goals, objectives and activities of all grants and contracts are met and provide for quality assurance and quality improvement.
- Ensure that all state and federal regulations for auditing and subrecipient monitoring are met.
- Review all grant, cooperative agreements, or contract reports for accuracy and timeliness of submission.
- Coordinate grant, cooperative agreement or contract activities with partner state, local, regional or federal agencies as appropriate to advance the objectives of the department.

Duty 4**General Summary:****Percentage: 5**

Represent the department at state and national meetings and as Incident Response Coordinator in the Community Health Emergency Coordination Center (CHECC).

Individual tasks related to the duty:

- Participate in the department's emergency coordination center for incidents and exercises in an incident command role.
- Ensure that staff meets the National Incident Management Standards.
- Represent the Bureau, Administration or Department at meetings as requested.
- Attend state and national association and Federal DHHS meetings as a subject matter expert for active participation in national policy development.
- Maintaining professional standards, perform literature reviews and guide the division to ensure current best practices inform current and future initiatives.

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

Implementation of HPP and PHEP program initiatives that are in the Federal DHHS guidance- hospitals, pre-hospital, healthcare coalitions, local health department and other sub-recipients. Emergency response incident command decisions, incident action plans, situation reports, medical countermeasure requests, etc. for an all hazards incident – impact is statewide for healthcare and public health and the residents.

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

When the issues are politically or homeland security sensitive and have the capacity to adversely affect the program, agency, staff, providers, or when policy is unclear or conflicts with executive direction. Matters that may require public communications, legal or legislative consultation.

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.

Office environment. In-state and out-of-state travel is required.

Requires 24/7/365 availability for emergency response.

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
SMITH, JASON E	DEPARTMENTAL SPECIALIST-3 14	DUNKLE-REYNOLDS, KATHLEEN L	DEPARTMENTAL MANAGER-3 14
LAGGIS, CHRISTINE E	EXECUTIVE SECRETARY-E E10	MACQUEEN, MARY	STATE ADMINISTRATIVE MANAGER-1 15
PITTS, AMBER L	STATE ADMINISTRATIVE MANAGER-1 15		

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?

Agree

23. What are the essential functions of this position?

Provides overall direction for the Healthcare Preparedness (HPP) Section and Public Health Emergency Preparedness (PHEP) Section. Functions include planning, organizing, and directing the work of each Section. In addition the Division has the primary responsibility for the coordination of the department's emergency response activities in the Community Health Emergency Coordination Center (CHECC). The HPP Section has the primary responsibility to coordinate the state healthcare preparedness program. The PHEP Section has the primary responsibility to coordinate the public health emergency preparedness program. This position provides administrative direction for program planning, budgeting, implementation, and evaluation of the programs. Directs development, and administration of federal grant applications and awards. Coordination/oversight of the MDHHS Emergency Management Coordinator and regular coordination with the State Emergency Operation Center, in addition to support during emergency response.

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

Updated Bureau name and direct reports, added last sentence to the general summary #14. Removed a task under duty 1. Added required DEI language.

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

The Division acts as the primary department unit for emergency response and preparedness and staffing of the CHECC to meet the requirements of the Michigan Emergency Management Act for state departments. This position provides for incident command of the emergency response and for administrative oversight of the HPP and PHEP Sections that are funded by the federal government to provide this preparedness program.

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 but a health related, science based field is preferred.

EXPERIENCE:

State Division Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Division Administrator 17

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years 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 specification. In addition:

- An understanding of department policies and procedures.
- Clear working knowledge and understanding of the Michigan Emergency Management Act, and Public Health Code.
- Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to analyze and appraise facts and precedents in making administrative decisions.
- Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.
- Extensive knowledge of federal, state, and local relationships that impact the operations of a department.
- Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.
- Ability to communicate effectively (both verbally and in writing).
- Extensive knowledge of current literature in the field.
- Extensive knowledge of training and supervisory techniques.
- Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.
- Thorough knowledge of fiscal planning and management.
- Ability to instruct, direct, and evaluate employees.
- Extensive understanding of NIMS and the Incident Command System

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:

Licensed professional preferred- nurse, EMT or other health professional

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

6/7/2023

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