State of Michigan
Civil Service Commission

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

Position Code
1. PBHCST2AA89R

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)** Health and Wellness
4. Civil Service Position Code Description Public Health Consultant-2A	**10. Division** Maternal and Infant Health
5. Working Title (What the agency calls the position) Infant Safe Sleep Program Coordinator	**11. Section** Perinatal and Infant Health
6. Name and Position Code Description of Direct Supervisor KOVALCHICK, KIMBERLY A; PUBLIC HEALTH CONSLTNT MGR-2	**12. Unit** Infant Health
7. Name and Position Code Description of Second Level Supervisor THOMPSON, DANIEL H; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 320 S. Walnut St, Lansing, MI 48933 / 40 hours per week

14. General Summary of Function/Purpose of Position

This position serves as the sole statewide consultant responsible for coordinating the highly complex, major public health program initiative activities of the Infant Safe Sleep Program. The consultant performs a full range of advanced, professional, specialized, public health activities, including providing training and technical assistance to state and local maternal and infant health partners and health care professionals; developing, implementing, and evaluating a consistent, comprehensive strategy to inform, educate and support professionals, families, and caregivers about safe sleep practices to prevent sleep-related infant deaths; and setting objectives, planning methods to achieve them, and working with other health professionals at the state and local levels to address infant mortality. The coordinator develops policies and procedures and assesses priorities for the program. The coordinator also provides leadership for budget and grant development, identifies and utilizes proper funding resources, program planning, monitoring, evaluation and reporting. The position provides public health expertise to the Division of Maternal and Infant Health and MDHHS as well as technical assistance to program partners, local health agencies, and other State agencies.

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: 55**

Provide consultation and leadership in best practices for the statewide Infant Safe Sleep Program through collaboration with public, private, governmental and non-governmental agencies to implement and support safe sleep initiatives throughout Michigan. Plan, organize, direct and coordinate implementation and monitoring of program activities. Develop policies, procedures, and program plans for administrative review.

Individual tasks related to the duty:

- Serve as the department's expert for the assigned highly complex major public health program initiative, statewide Infant Safe Sleep.
- Perform on a regular basis professional, specialized, public health consulting assignments in support of a highly complex statewide public health program initiative, statewide Infant Safe Sleep.
- Provide leadership related to Infant Safe Sleep for the Department on statewide committees.
- Coordinate membership, plan and conduct meetings, draft and distribute meeting minutes of Advisory Committees and Infant Safe Sleep related meetings.
- Coordinate and monitor activities detailed in the Division of Maternal and Infant Health Strategic Plan, updating and revising the plan as needed.
- Promote and coordinate Infant Safe Sleep best practices throughout the state of Michigan, researching promising practices and interventions, connecting with national, state, regional and local partners, reviewing policies and providing technical assistance upon request.
- Develop, review, and monitor goals and objectives for state and local Infant Safe Sleep initiatives.
- Prepare and deliver presentations and education for health professionals and organizations, exhibit at conferences and trainings promoting the importance of infant safe sleep.
- Develop education programs for central staff and provide training and technical assistance to local health program staff.
- Act as the main point of contact for parents/caregivers who have experienced an infant loss due to unsafe sleep and are considering becoming involved in prevention efforts. Support and guide parents in the process, connecting them with local contacts as appropriate.
- Provide consultation and technical assistance to medical professionals (including hospital staff, EMS staff, etc.) and other professionals working with families to advance Infant Safe Sleep best practices.
- Provide expert consultation to the development of educational materials, policy recommendations documents, and other resources for partners.
- Serve as statewide Infant Safe Sleep Program liaison to hospital and health systems.
- Provide expert consultation and technical assistance to national organizations as requested (e.g., American Academy of Pediatrics) or organizations in other states.
- Develop program related policies and procedures and assess the priorities of needs for the program.

Duty 2

General Summary: **Percentage: 20**

Oversee the development and review of proposals, selection of grant and contract awards, budgets and preparation of funding distribution plans. Plan, organize, direct and coordinate contract/grant oversight for carrying out program-related work.

Individual tasks related to the duty:

- Develop program initiative budgets and identify and utilize proper funding resources at the local, state, federal, and private levels for the operation of the program(s).
- Prepare budgets, work plans and reporting requirements related to contractual agreements.
- Direct, plan, organize and evaluate the development of grants and contractual requirements to meet all program funding and programming requirements.
- Provide leadership in developing supplemental internal and external grant applications and/or Funding Opportunity Announcements that will provide additional funding opportunities for program initiatives.
- Coordinate the development and implementation of grant project activities, work plans, and future projects.
- Confer with intra- and inter-departmental programs, federal consultants and administrators to assure program and funding requirements are understood and met.
- Assure all federal, state, legislative and clinical reporting requirements are met.
- Provide consultation and technical assistance to contracted agencies to ensure successful program implementation.
- Complete program monitoring, including necessary site visits to contracted agencies, evaluation of performance, identifying compliance issues, assisting agencies to identify corrective actions and assure complete and accurate reporting.

Duty 3

General Summary: **Percentage: 10**

Lead and coordinate the development and maintenance of all program related media, communications, publications and online trainings.

Individual tasks related to the duty:

- In partnership with MDHHS Communications staff: develop and support media efforts to increase awareness, including paid and unpaid advertising as well as social media; develop, print and distribute written publications, coordinate process to update/revise publications, monitor inventory levels and manage requests for large quantities of materials; coordinate updates, revisions and new items for upload to the MDHHS safe sleep website.
- Draft and submit articles for newsletters and other MDHHS communication tools.
- Maintain, promote, revise and update online trainings available to professional partners regarding prevention of sleep related infant deaths. Develop new online trainings as needed.
- Create and disseminate Infant Safe Sleep Month observance materials and resources for statewide use, such as press releases, Governor's proclamation, and toolkits, with sample items used by local partners.

Duty 4

General Summary: **Percentage: 10**

Develop, implement and maintain methods to perform program monitoring and evaluation, including data analysis and report development to assure maintenance of program standards.

Individual tasks related to the duty:

- Develop, implement, and evaluate highly complex statewide major public health program initiatives including the setting of objectives, planning methods to achieve them, and working with other health professionals at the state and local levels in the accomplishment of objectives.

- Analyze and monitor program data to evaluate progress of local and state efforts and effectiveness of program initiatives.
- Direct the development and implementation of monitoring and quality assurance standards and criteria.
- Conduct planning, implementation and evaluation of activities related to program development and operations.
- Collaborate with the MDHHS Epidemiology staff and other agencies to collect data for the purposes of reporting, program evaluation and improvement.
- Perform analysis and reporting of metrics regarding incidence and trends of sleep related infant deaths.
- Respond to requests from internal and external partners for data regarding sleep related infant deaths.
- Provide leadership and coordination for methods to obtain professional and parent/caregiver feedback related to program activities, such as focus groups or surveys.

Duty 5

General Summary: **Percentage:** **5**

Other duties as assigned.

Individual tasks related to the duty:

- Prepare reports, applications, and compose correspondence related to the program.
- Participate in program, Division and Department meetings as requested or required.

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

Independently interpret regulations, policies and laws relating to infant safe sleep and sleep-related infant deaths. Develop program work plans, budgets, program evaluation and provision of technical assistance. Provide training, technical assistance, and information to service providers and direct the development of program guidelines. Those affected by decisions include program and management staff, local program partner agencies, other department programs, and the public.

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

Media contacts, approval for grants, exceptions to designated policies and practices, correspondence and reports, grant development and submission, contract approval and policy development.

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.

Statewide travel required on an intermittent basis.
Occasional national travel.
Frequent assignments with short deadlines.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

This public health consultant is the sole subject matter expert responsible for the statewide coordination of activities related to the Infant Safe Sleep Program. This consultant must exercise considerable independent judgment to direct program guidelines. The consultant provides consultation and technical assistance to internal and external partners and has responsibility for budget development, program planning, and policy and procedure development. This position also coordinates program evaluation, monitoring, reporting and grant development.

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

No change.

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

The Infant Health Unit is responsible for the department's efforts to address the health and service needs of Michigan's infant population. The goals are to reduce infant morbidity, infant mortality and eliminate infant mortality disparity. One focus area within the unit, the Infant Safe Sleep Program, involves the promotion of best practices to prevent sleep related infant deaths. This position provides the leadership and coordination of the Infant Safe Sleep Program. The Infant Safe Sleep Program is the department's focal point for addressing state goals and objectives related to the elimination of sleep related infant deaths, and demographic disparities that exist among those deaths.

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 per the Civil Service Job Specification along with:

Knowledge of local public health delivery systems, their mission and authority, and of the programs administered by local public health agencies.
• Knowledge of the relationship of state and local health departments to voluntary health programs and providers.
• Knowledge of community organization as related to public health programs and providers.
• Knowledge of the methods used to plan, develop, implement, and evaluate public health programs.
• Knowledge of techniques of dealing with individuals and groups.
• Knowledge of a public health program initiative(s) that has been identified by the agency and accepted by Civil Service as highly complex in nature.

• Ability to recognize, analyze, and recommend solutions to health system needs and problems.
• Ability to participate in planning health programs and developing policies and procedures.
• Ability to utilize knowledge of public health programs to prepare promotional and education literature, organize promotional events, and assist in the conduct of promotional and educational programs.
• Ability to coordinate state and local program activities.
• Ability to train local health care personnel to implement health care programs.
• Ability to maintain records, and prepare reports and correspondence related to the work.
• Ability to communicate effectively with others.
• Ability to maintain favorable public relations.

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:

Possession of a valid Michigan driver's license.

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.

NA

I certify that the entries on these pages are accurate and complete.

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**