

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. PBHCST2AA78R

## 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> MDHHS-COM HEALTH CENTRAL OFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Health and Wellness
<b>4. Civil Service Position Code Description</b> PUBLIC HEALTH CONSULTANT-2A	<b>10. Division</b> Chronic Disease and Injury Control
<b>5. Working Title (What the agency calls the position)</b> Primary Prevention Public Health Consultant	<b>11. Section</b> Cancer Prevention and Control
<b>6. Name and Position Code Description of Direct Supervisor</b> OTTENWESS, KRISTINA L; PUBLIC HEALTH CONSLTNT MGR-2	<b>12. Unit</b> Services Coordination Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> HAGER, POLLY; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 320 S. Walnut, Lansing / 40 hours, Monday-Friday

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

This second advanced level position serves as the state's Primary Prevention Public Health Consultant in the Cancer Prevention and Control Section (CPC). The Primary Prevention Public Health Consultant serves as a statewide consultant with responsibility for a highly complex major public health program initiative. Specifically, this consultant functions as the Program Director for the WISEWOMAN program, funded by the CDC. In this capacity the consultant performs advanced public health consultant work including administratively managing and overseeing federal grant requirements associated with WISEWOMAN program including facilitating important communications with CDC project officers, providing detailed and timely reports to the federal funding agency, and working directly with and providing highly complex technical assistance to representatives of local health and community-based agencies to ensure program success. This also includes performing advanced public health consultant activities such as overseeing the collection and analysis of data from agencies, and leading policy and systems change to help ensure program participants understand cardiovascular and other chronic disease risk factors and make healthy lifestyle choices. The program director also plans, promotes, and monitors evidence-based policy, system, and environmental change interventions/activities aimed at improving health and reducing cancer morbidity and mortality while helping to align policy activities with other CDC-funded chronic disease programs. This program director compiles and disseminates related data, resources, reports, etc. and provides highly complex guidance to internal and external partners to enhance policies, systems, and environmental changes aimed at improving public health practices. This advanced-level consultant promotes policy and system changes that address health equity, the social determinants of health, and that contribute to the reduction of cancer health disparities. This advanced-level consultant performs high-level work with local, state, and national partners to effect cancer primary prevention initiatives to reduce cancer morbidity and mortality.

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

Serve as a statewide consultant with responsibility for a highly complex major public health program initiative, specifically functioning as the official Program Director for the WISEWOMAN program, funded by the CDC. To facilitate and carry out program activities and accomplish objectives, this consultant understands and works with policies and procedures, as well as diverse program stakeholders including Centers for Disease Control and Prevention, local health and community-based agencies statewide, state-level and statewide stakeholder and related advisory groups including health systems, and cancer prevention and control section staff.

##### Individual tasks related to the duty:

- Function as the Program Director for the WISEWOMAN program and serve as the primary contact for all communications with CDC related to this CDC funded program.
- Provide oversight to coordinate the planning, implementation and evaluation of this complex public health initiative
- Function as the team lead for the WISEWOMAN staff (team) meetings
- Understand, implement, and complete duties of the highly complex WISEWOMAN program according to federal grant requirements including: objectives, activities, data collection, reporting, contractor technical assistance, and regular communication.
- Work with local health agencies and systems statewide to implement highly complex policy and health systems change to improve to reduce chronic disease risk factors and promote healthy lifestyle behaviors with program participants. This includes evidence-based interventions, data collection, technical assistance, quality improvement, site visits, continuing education, and webinars.
- Using the full range of consultative public health professional skills sets to promote appropriate policy and systems change to fulfill federally funded guidelines that promote improved understanding by program participants of chronic disease risk factors and evidence-based behavioral change.
- This statewide consultant understands highly complex health systems and how to navigate them as well as work successfully with a wide range of health/public health professionals including cancer section staff in carrying out federal grant requirements such as program evaluation and data collection, site visits, and technical assistance
- Collaborate with other MDHHS and cancer section staff and partners to track changes in evidence-based practice, consider the potential impact of changes on existing programs and services, and promote changes when appropriate.
- Promote expansion of culturally sensitive services for the underserved and minority populations to reduce cancer health disparities.

#### Duty 2

##### General Summary:

Percentage: 30

As a statewide consultant for highly complex public health programs including oversight of the WISEWOMAN program, understand desired outcomes and then promote program planning, monitoring/tracking, and evidence-based program activities aimed at reducing chronic disease risk factors, promoting healthy lifestyle choices for program participants, and reducing cancer morbidity and mortality while helping to align program activities with other CDC-funded cancer and chronic disease programs where appropriate to minimize duplication, capitalize on existing activities and foster rapid implementation.

##### Individual tasks related to the duty:

- Understand, provide, and implement statewide highly complex program, policy, systems and environmental change guidance and assistance to support Federally and state-funded programs including the WISEWOMAN program, Michigan's Comprehensive Cancer Control, and Lung Cancer Early Detection programs to increase awareness of risk factors for chronic disease, increase appropriate screening rates and promote healthy lifestyle choices.
- Collaborate with local, regional, state-level/statewide, and national groups such as the Michigan Cancer Consortium and, if appropriate, the National Association of Chronic Disease Directors to provide expert staff assistance and collaboration on initiatives relating to health equity, disparities, social determinants of health as well as WISEWOMAN program initiatives.
- As a statewide consultant, collaborate with internal and external partners to plan and implement evidence-based program and policy/system change activities aimed at reducing cancer and chronic disease risk factors and cancer morbidity and mortality.
- Liaise, as a statewide consultant, with other MDHHS federally funded programs and chronic disease partners/coalitions to coordinate activities that address overlapping priorities (e.g. working with numerous internal and external partners to reduce cardiovascular/other chronic disease risk factors and promoting healthy lifestyle choices).

#### Duty 3

##### General Summary:

Percentage: 15

As the Primary Prevention Public Health Consultant, collaborate and effectively work with internal and external partners, local and county health agencies, to understand current research and data, resources, and initiatives, for the purpose of informing Cancer Prevention and Control Section cancer prevention evidence-based interventions that also include policy and system changes.

**Individual tasks related to the duty:**

- Provide technical assistance and consultation to professional staff, coalitions, local health department staff, health systems, providers, and other relevant contractors and partners in facilitating implementation of the Cancer Plan for Michigan.
- Lead local and state cancer prevention programs and efforts including work with contractors.
- Attend state and local (and potentially national) meetings/conferences to better understand key, highly complex advances in cancer primary prevention and disseminate related information to interested parties and key decision-makers.
- Participate in CDC cancer program leadership-sponsored cancer prevention events/activities.
- Work collaboratively and effectively with both internal and external partners, including at local and state levels, that represent programs and initiatives geared toward the prevention of cancer including indoor radon, hepatitis, immunizations/HPV, tobacco, and other federally-funded cancer prevention and control programs
- Understanding health equity, existing health disparities, and social determinants of health in the populations of people the CPC section serves and incorporating strategies to reduce the burden of cancer in these populations.
- Assist in the development, implementation, oversight, and evaluation of special projects and programs related to the multiple factors that may contribute to the primary prevention of cancer.
- Plan, promote, and participate in conferences and workshops that address issues related to the primary prevention of cancer, as needed.
- Participate in relevant meetings of the Michigan Cancer Consortium and provide consultation to assist with MCC planning, implementation, and evaluation activities.

**Duty 4**

**General Summary:**

**Percentage: 15**

This consultant promotes highly complex evidence-based interventions that include policy and system changes to address health equity, the social determinants of health and contribute to the reduction of cancer health disparities.

**Individual tasks related to the duty:**

- Understand and educate key stakeholders on health equity, existing cancer health disparities, and social determinants of health in the populations of people the CPC section serves and incorporate strategies to reduce the burden of cancer in these populations.
- Promote and implement expansion of culturally humble/sensitive and highly complex evidence-based program interventions, policies and services for the underserved and minority populations to reduce cancer health disparities.
- Provide guidance to meeting, conference, and workshop planning committees that MCC and MDHHS cancer programs convene to include content and education around health equity and disparities, social determinants of health, and social justice appropriate for the topics covered.
- Promote, facilitate, and participate in programs/projects that address the social determinants of health and contribute to the reduction of cancer health disparities.
- Provide support to Michigan Cancer Consortium (MCC) committees and special workgroups engaged in cancer primary prevention.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Help prepare highly complex requests for proposals, program agreements and related materials for soliciting and establishing state supported health programs at the local level
- Assist in grant application processes
- Assist in developing tools, techniques, and reports when assigned
- Collaborate with other MDHHS programs and services to promote the work of the WISEWOMAN program as well as the primary prevention of cancer and help evaluate the impact on cancer morbidity and mortality.
- Plan programs and initiatives related to the primary prevention of cancer.
- Attending other program team meetings to support cancer prevention and control activities.
- Maintain records and prepare reports and correspondence related to work, as needed.
- May perform related essential functions appropriate to this job classification and other non-essential functions as required.

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

Decisions regarding: (1) use of time on a day-to-day basis; (2) selection of agencies and individuals to participate in program efforts; (3) promotion of evidence-based strategies and interventions.

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

The supervisor provides input and guides the following:

- Any action that has public policy implications
- New initiatives that are being undertaken
- Allocation of funds
- Communication with the media

**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.**

Minimal physical activities are required for this position other than extensive telephone communication, deskwork, reading, and very significant computer work. Travel across the state to provide technical assistance to agencies as needed and to participate in planning meetings is an expectation of this position. Some out of state and overnight travel may be required when attending national meetings and conferences

**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?**

This position is the primary consultant for prevention programs implemented statewide and regionally by the CPC Section, including but not limited to the WISEWOMAN program and the Michigan Comprehensive Cancer Control Program as well as working at a high level across other programs in the cancer section including the breast and cervical cancer control and navigation program and the lung cancer early detection program. In this capacity, including oversight of the federally-funded and highly complex WISEWOMAN program, the consultant performs advanced public health consultant work including administratively managing and overseeing federal grant requirements, facilitating important communications with CDC project officers, providing detailed and timely reports to the federal funding agency, and working directly with and providing highly complex technical assistance to representatives of local health agencies to ensure program success. This also includes performing advanced public health consultant activities such as overseeing the collection and analysis of data from agencies, and leading cancer prevention evidence-based interventions including policy and systems change. This advanced level position performs high-level work on cancer primary prevention and risk factor reduction as they relate to cancer. This advanced-level consultant promotes education, evidence-based interventions, and evaluation of initiatives that address health equity, the social determinants of health and that contribute to the reduction of cancer health disparities.

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

Updating the PD to remove "cancer" referenced in the title and throughout as it is already part of the cancer prevention section and that is implied. Instead of reflecting "Cancer Primary Prevention Public Health Consultant" this position is identified as the "Primary Prevention Public Health Consultant". There are also references to this position being the 'program director' which aligns with language used in other PDs in the area. The overall function of this position remains intact. The PD has been updated throughout to reflect present-tense as well.

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

The MDHHS Cancer Prevention and Control Section staff plans, implements, manages, and evaluates cancer control programs and projects throughout the state. Within the Section there is a Comprehensive Cancer Control (CCC) Program, a Colorectal Cancer Early Detection (CRC) Program, Breast and Cervical Cancer Control Navigation Program (BCCCNP), Young Breast Cancer Survivor program, WISEWOMAN program, Cancer Screening Program, and Lung Cancer Early Detection Program. Primary prevention of cancer and cancer control is relevant to all programs. Every Cancer Prevention and Control program works to enhance access to health, wellness, and care among vulnerable populations in an effort to reduce cancer health disparities. This position will promote programs to reduce chronic disease risk factors and enhance understanding of primary prevention of cancer and the important role of healthy lifestyle behaviors working more directly with the WISEWOMAN program to address the social determinants of health and promote health equity and social justice.

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

- Demonstrated primary prevention of cancer competencies and high-level understanding of chronic disease risk factors.
- Knowledge about current public health and health system challenges.
- Ability to use independent judgment and work as part of a team.
- Ability to organize, prioritize, manage multiple concurrent responsibilities and work effectively with groups.
- Experience in project management and familiarity with local/regional health care systems.
- Ability to present information both verbally and in writing, in a clear, concise and convincing manner.
- Word-processing and electronic communication software proficiency is required.
- Knowledge of social marketing is an asset.
- Strong interpersonal skills, professional appearance and the ability to maintain favorable relations are a must.

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. Duties require travel state wide. Some out of state/overnight travel may be required.

**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.

N/A

***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