

## 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-E	<b>10. Division</b> Division of Chronic Disease and Injury Control
<b>5. Working Title (What the agency calls the position)</b> Public Health Consultant (Chronic Disease and Nutrition)	<b>11. Section</b> Cardiovascular Health Nutrition and Physical Activity
<b>6. Name and Position Code Description of Direct Supervisor</b> MESSERSCHMIDT, CAROLINE; PUBLIC HEALTH CONSLTNT MGR-2	<b>12. Unit</b> Physical Activity and Nutrition
<b>7. Name and Position Code Description of Second Level Supervisor</b> QUARTERMUS, KRYSTAL J; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> Elliott-Larsen Building, 320 S. Walnut Street, Lansing, MI 48933, 8:00 a.m. - 5:00 p.m.
<b>14. General Summary of Function/Purpose of Position</b> This position functions as a Public Health Consultant responsible for providing professional consultation specific to the impacts of nutrition on chronic disease, with a strong focus on overall health equity. Specifically, this consultant must collaborate with partners (including schools, childcare institutions, agricultural organizations, and other community partners) to develop, plan, implement, and evaluate targeted interventions aimed at improving the overall nutrition related/food environment in communities.	

**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**

Provide consultation to statewide partners related to development, planning, implementation, and evaluation of targeted interventions designed to both identify the correlation between existing nutrition programs and chronic diseases, and aim for improvement to those programs and a reduction in associated chronic disease(s).

**Individual tasks related to the duty:**

- Evaluate the impact of existing nutrition programs within various communities on the rates of chronic diseases and other health related concerns.
- Develop recommendations for the design, development and implementation of policy, systems and environmental change interventions to improve nutrition and address relevant health inequities.
- Address inquiries and deliver presentations.
- Assist with creation of outcomes and evaluation metrics.
- Develop contract objectives, work plans and budgets for funded agencies.
- Provide consultation to partners through on-site visits, phone calls, and correspondence.
- Monitor project activities of funded agencies and assure contractual compliance.
- Identify and disseminate strategies, tools and resources to support targeted interventions.
- Assist with implementing SPAN program activities.

**Duty 2**

**General Summary:** **Percentage: 30**

Identify, build and maintain relationships within the Department and external partners to work collaboratively to improve nutrition environments in various settings across the state.

**Individual tasks related to the duty:**

- Identify, build and maintain effective partnerships including those within maternal and child health, childcare, agricultural/food systems, community-based organizations and government sectors.
- Provide models of effective programming and assess capacity of partners to implement effective interventions to improve nutrition environments.
- Apply the principles of community engagement to improve the health of the community when working with partners.

**Duty 3**

**General Summary:** **Percentage: 20**

Develop unit level short, intermediate, and long-term strategic goals for nutrition programming aimed at prevention, management and control of chronic disease.

**Individual tasks related to the duty:**

- Review the literature for evidence-based strategies, tools and resources to facilitate the reduction and management of nutrition related chronic diseases.
- Conceptualize innovative emerging approaches to improving the nutrition environment and reducing racial disparities in access to healthy food.
- Analyze effectiveness of existing programming and develop plans to address identified gaps.
- Develop and write yearly activities for maximum impact across populations at the policy, systems, and environment levels of intervention.
- Contribute to implementation of unit programs and strategies to advance health equity and social justice.
- Apply evidence in developing, implementing, evaluating, and improving policies, programs, and services.

**Duty 4**

**General Summary:** **Percentage: 10**

Represent the Cardiovascular Health, Physical Activity and Nutrition (CVHNPA) Section at meetings within the Department and with outside agencies; contribute to the CVHNPA Section written reports; respond to requests for information from the general public and outside agencies; complete other tasks as assigned.

**Individual tasks related to the duty:**

- Assist with preparing state and federal reports and correspondence related to work.
- Develop responses to requests related to nutrition policies and programming from the general public, internal sections and outside agencies.
- Facilitate communication and coordination between programs of interest.
- Provide consultation relative to current chronic disease nutrition practice for the CVHNPA Section and Division of Chronic Disease and Injury Control.
- Complete other duties as assigned.

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

The position involves identifying consultation needs of state and local staff that provide nutrition services impacting chronic disease. The individual reviews current research literature in the field of nutrition and chronic disease prevention to determine if new information should be integrated into current and future program activities.

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

Executive direction is provided. Supervisors provide final approval of resource allocation, budgets, and work that requires approval above the Section level.

**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.**

No significant physical activities are required in this position other than desk work and significant computer-related activity. Occasional travel throughout the state is required.

**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 consultant provides professional consultation on nutrition and food service specific programs and services addressing chronic disease. This is accomplished through assisting with program planning, implementation and evaluation. Activities involve assisting with resource development and program analysis. This position builds and maintains relationships with relevant community organizations and partners throughout the state to reduce health disparities and improve the nutrition environments across the state.

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

New position

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

The Cardiovascular Health, Nutrition and Physical Activity Section works toward a heart healthy and stroke-free Michigan. The section is responsible for statewide cardiovascular health, nutrition, physical activity and obesity programs. The Physical Activity and Nutrition Unit coordinates statewide nutrition/healthy eating and physical activity efforts and leads the Section, Division, and Departments' efforts to design, develop and implement strategies to improve health outcomes through policy, systems and environmental change interventions. This position works with community partners in these prevention and control efforts and facilitates coordination between partners.

**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 9**

No specific type or amount is required.

**Public Health Consultant 10**

One year of professional experience as a consultant in a field of public health equivalent to a Public Health Consultant 9.

**Public Health Consultant P11**

Two years of professional experience as a consultant in a field of public health equivalent to a Public Health Consultant, including one year equivalent to a Public Health Consultant 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

Knowledge of the public health sciences. Knowledge of the methods used to plan, develop, implement, and evaluate public health programs. Ability to analyze and evaluate a variety of health and nutrition issues. Ability to analyze information relevant to specific public health policy issues. Ability to participate in planning of health programs and development of policies and procedures. Ability to maintain records and prepare reports and correspondence related to the work. Ability to communicate effectively with others. Ability to work independently. Knowledge of heart disease and stroke prevention public health programming is desirable. Ability to apply principles of ethics, diversity, equity, inclusion, and justice.

Experience in a clinical setting required.

*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:**

Registered Dietitian, 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.

N/A

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

CANDACE EWING

2/28/2025

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