

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

Position Code

1. PBHLCSTAA26R

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 Health and Wellness
4. Civil Service Position Code Description PUBLIC HEALTH CONSULTANT-A	10. Division Division of Maternal and Infant Health
5. Working Title (What the agency calls the position) Maternal Infant Health Program (MIHP) Consultant	11. Section Perinatal and Infant Health
6. Name and Position Code Description of Direct Supervisor Cherie Ross; PUBLIC HEALTH CONSLTNT MGR-2 14	12. Unit Maternal Infant Health
7. Name and Position Code Description of Second Level Supervisor Dan Thompson; STATE ADMINISTRATIVE MANAGER-1 15	13. Work Location (City and Address)/Hours of Work Elliott-Larsen Building 320 S. Walnut, 5N, Lansing MI 48933 / 8:00am-5:00pm Monday-Friday

14. General Summary of Function/Purpose of Position

As a recognized resource, this public health consultant provides program monitoring, consultation and technical assistance services to local agencies/providers for the Maternal Infant Health Program (MIHP), a Medicaid service for pregnant women and infants. This program consultant position will function as a recognized resource/subject matter expert to an assigned number of the total MIHP local agencies/providers. This consultant conducts virtual and on-site program visits, assisting the programs in compliance to Medicaid policy requirements and fidelity to the program design. The consultant will assist programs in understanding the Medicaid policy, the program requirements, procedures, data collection, reporting and the certification process. The consultant will also develop and conduct provider training and assist with ongoing program refinement. The Maternal Infant Health Program agencies across the state will be equally divided and assigned to program consultants for provision of services.

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: 65

As a recognized resource, this public health consultant provides program monitoring through onsite visits, consultation and technical assistance services to local agencies/providers for the Maternal Infant Health Program (MIHP), a Medicaid service for pregnant women and infants.

Individual tasks related to the duty:

- Arranges, schedules and conducts program site visits to provide consultation and technical assistance to the programs.
- Interprets program policies, protocols and procedures.
- Assists agencies with completion of Corrective Action Plans.
- Monitors agency for adherence to program requirements and implementation of Corrective Action Plan.
- Documents all site visits, e-mails and other communications to the programs.
- Analyzes local agencies' administrative and program data to determine services being provided, the scope of services and if community services are meeting needs.
- Assures there are complete program and local agency files/records with all program reports, site visit and other agency communication.
- Participates in the design and development of criteria for monitoring and evaluating MIHP programs and services.
- Recommends strategies to local program coordinators and managers to solve program and service delivery issues.
- Provides assistance in identifying and reaching at risk and hard to reach populations.

Duty 2

General Summary:

Percentage: 20

Participates in MIHP program development; program data analysis, reports, training development using the review findings.

Individual tasks related to the duty:

- Reviews and analyzes reports from the Maternal Infant Health data warehouse for their agencies.
- Participates in the development and implements orientation and training programs to meet the educational needs of local agencies and providers.
- Participates in the development of program policies, protocols and procedures.
- Participates in the development of educational materials.
- Participates in developing and evaluating program and training approaches to address maternal and infant health.

Duty 3

General Summary:

Percentage: 10

Analyzes health data for women and infants, coordinating with unit, division and intradepartmental consultants on population related issues.

Individual tasks related to the duty:

Participates with Unit staff, MSU researchers and quality assurance staff, Medicaid and epidemiologists to analyze local community data, program findings, vital statistics and health data to identify health issues and needs of the maternal and infant population.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Represents unit and division at meetings as needed.
- Attend all required Departmental and Division meetings and trainings.
- Serves on committees and work groups addressing maternal and infant health concerns.
- Reviews Corrective Action Plans
- Development of program material

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

Independent judgment is applied as this consultant interprets program policies and procedures for the Maternal infant Health Program during local agency consultation. Other times of independent judgment are during trainings, determining their consultation calendar, scheduling meetings and visits, presentations and the development of reports and correspondences.

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

Decisions involving denial of certification approval, determination of waiver requests and conflicting task priorities are examples of situations when supervisor's review is required.

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.

Requires some occasional travel throughout the state which may require an overnight stay. There will be times of longer than an eight-hour day to complete a consultation visit and driving time. There are also moderate level of stress in meeting multiple objectives and assignments with short time frames and frequent short-term deadlines.

There is also some lifting, transporting of materials to and from a vehicle, in and out of facilities and at times could be a distance from the vehicle to the meeting location in the facility.

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):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 positions primary function is to provide program consultation, technical assistance and monitoring the implementation of the Maternal Infant Health Program at the local agency/provider level. This consultant is a primary contact for local agencies and providers within the unit on issues related to the program area and must convey these issues, program strengths and problems back to the unit manager to assist in program development and program planning for the maternal and infant population. This consultant participates in program policy, protocol and procedure development.

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

N/A

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

This unit is responsible for monitoring and analyzing data, developing, monitoring and evaluating strategies and programs that address the health concerns of the perinatal and infant population. These functions require intra and interdepartmental coordination and collaboration. The program development functions include policy, protocol and procedure development. This position monitors the implementation of the Medicaid Maternal Infant Health Program. Site visits and monitoring of programs are major functions.

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 12

Three 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 P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of local health delivery systems and programs administered by local public health agencies, hospitals, clinics, FQHCs and Home Health Agencies. Knowledge of methods used to implement and evaluate public health programs, and health needs and issues of the maternal child health population.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Duties require travel statewide. A valid Michigan driver's license is 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.

None

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