

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 CONSLTNT MGR-2	10. Division Chronic Disease and Injury Control
5. Working Title (What the agency calls the position) Public Health Consultant Manager 14 - Heart Disease and Stroke Unit Manager	11. Section Cardiovascular Health, Nutrition And Physical Activity
6. Name and Position Code Description of Direct Supervisor QUARTERMUS, KRYSTAL J; STATE ADMINISTRATIVE MANAGER-1	12. Unit Heart Disease And Stroke Prevention
7. Name and Position Code Description of Second Level Supervisor HINES, SOPHIA L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 320 S. Walnut, Lansing / Monday-Friday, 40hrs
14. General Summary of Function/Purpose of Position This position manages the highly complex heart disease and stroke prevention unit. Duties include: (1) Hiring, training, supervising, evaluating, providing guidance and managing the work of a professional staff consisting of several consultants and evaluation staff working in the areas of heart disease and stroke prevention. (2) Developing, monitoring and managing new requests for proposals and new and ongoing heart disease and stroke subcontracts. (3) Establishing and strengthening statewide public and private partnerships, coalitions, work groups and advisory councils and integrated efforts across the division and department addressing heart disease and stroke management, prevention and control. (4) Coordinate the ongoing effort to secure federal, private and state funds to support the department's efforts.	

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

Hire, train, supervise, evaluate, provide guidance and manage the work of a professional staff consisting of public health consultants, analysts and evaluators working in the complex areas of heart disease and stroke prevention.

Individual tasks related to the duty:

- Develop appropriate materials to be used in interviewing and selecting qualified staff.
- Coordinate the interview and hiring process to fill vacancies as needed, ensuring equal employment opportunity in both hiring and promotion.
- Orient and train new staff for the unit.
- Assign and schedule work for each staff member.
- Work with employees to establish annual performance objectives and review criteria.
- Meet regularly with staff to review assignments, progress and work performance.
- Evaluate and verify employee work performance by reviewing assigned work and work techniques. Complete probationary, annual and other performance evaluations as needed.
- Ensure proper labor relations and conditions of employment are maintained with the unit.

Duty 2

General Summary:

Percentage: 30

Develop, monitor and manage current initiatives as well as new requests for proposals, including new and ongoing heart disease and stroke subcontracts.

Individual tasks related to the duty:

- Ensure that heart disease and stroke prevention projects are aligned with section goals and objectives.
- Ensure that all heart disease and stroke prevention projects are in alignment with other division and departmental initiatives focused on the improvement of cardiovascular health.
- Increase integration of evidence-based heart disease and stroke prevention projects and initiatives with other sections in the division as well as the department.
- Assess the presence of local heart disease and stroke prevention and control programs throughout Michigan.
- Provide models of effective heart disease and stroke prevention management programs to local government and local agencies across Michigan.
- Oversee the development and issuing of funding proposals.
- Oversee the review of proposals, selection of agencies to receive grant contract awards, and the development and issuance of local agency contracts.
- Together with the Section Manager, identify subcontractor priorities and approve subcontractor budgets and work plans.
- Monitor contract agency consultation, performance, evaluation, and expenditures.

Duty 3

General Summary:

Percentage: 20

Establish and strengthen statewide public and private partnerships, work groups and advisory councils addressing stroke and heart disease prevention and control, as well as integrated efforts across the Department.

Individual tasks related to the duty:

- Coordinate partner efforts to upgrade the quality of care for people in Michigan who have heart disease or have suffered a stroke.
- Coordinate partner efforts to meet key recommendations and performance measures in state level heart disease and stroke- related work plans that are executed and led by the HDSP Unit.
- Establish and maintain contact with heart disease, stroke and related chronic diseases stakeholders, such as state agencies, universities, federal agencies, local health departments, community health agencies, professional groups, service organizations, hospitals, home health care agencies, third party payer, and consumers.
- Coordinate the work of, and monitor staffing related to advisory councils and projects.
- Establish and maintain appropriate contacts with other state agencies and state health program staff.

Duty 4

General Summary:

Percentage: 5

Coordinate the ongoing effort to secure federal, private and state funds to support the Department's efforts in the areas of heart disease and stroke prevention, management and control.

Individual tasks related to the duty:

- Maintain ongoing communication with various funders.
- Monitor issuance of federal, state and private funds.
- Coordinate the completion and submission of grant applications.

Duty 5

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

- Prepare reports, program statements, and other materials required by the Executive Office, Legislature, Federal agencies and MDHHS administration and CVHNPA Section Manager.
- Respond to public, media, and legislative inquiries as assigned.
- Participate on various Departmental workgroups, task forces and panels as requested and appropriate.

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

- Hire and train new staff.
- Review staff performance.
- Decide on priorities and assign work accordingly.
- Review, evaluate, modify and approve budgets, work plans and work products.
- Establish program policies.

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

- Decisions regarding allocating additional funds to support unit projects.
- Decisions about responses to the media.
- Decisions regarding the development of partnerships with additional agencies and organizations.

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.

- Physical activities include: standing, sitting, walking, and travel to trainings and appropriate meetings.
- Conditions/Hazards: Job likely involves exposure to general office noise (phones, computer, printer, etc.)

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
ISHIOKA, NAOMI J	NURSE CONSULTANT-2A 13	CORCHES, CASEY L	PUBLIC HEALTH CONSULTANT-2A 13
DAWKINS, KRISTINA	PUBLIC HEALTH CONSULTANT-A 12	PRATT, KAREN M	PUBLIC HEALTH CONSULTANT-A 12
LAZAR, MIRCEA	PUBLIC HEALTH CONSULTANT-E P11	GARROW, KELLY	SECRETARY-E E8

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?

Yes.

23. What are the essential functions of this position?

Oversee the heart disease and stroke prevention unit.

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

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. This position functions as manager of the heart disease and Stroke Prevention Unit. It coordinates statewide prevention and control efforts and lead the Section, Division and Departments efforts to design, develop and implement strategies to more effectively reduce the serious health and financial costs of both heart disease and stroke in Michigan. The position provides the needed leadership, guidance, direction and management for the complex heart disease and stroke prevention and control efforts noted above and to new ones as they are developed and initiated.

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 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 public or business administration with a health care administration concentration; a master's degree in social work; master's degree in counseling, or master's degree in special education with specialization in blind/visual disabilities.

EXPERIENCE:

Public Health Consultant Manager 14

Five years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including three years equivalent to a Public Health Consultant P11, two years equivalent to a Public Health Consultant 12, or one year equivalent to a Public Health Consultant 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification. In addition, thorough knowledge of public health programs and administration are essential. Knowledge of health program consultation, research and practical application, evaluation design and report writing are desirable. Previous program or project managerial experience, and previous supervisory experience are also desirable.

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:

None.

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.

KRYSTAL QUARTERMUS

2/12/2026

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

2/20/2026

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