

State of Michigan
Department of Civil Service
Bureau of Human Resource Services

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties signs and dates the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD FILL OUT THIS PAGE.**

2. Name of Incumbent (Last, First, M.I.)	8. Department/Agency Michigan Department of Health & Human Services
3. Social Security Number	9. Bureau (Institution, Board, or Commission) Health and Wellness
4. Civil Service Classification of Position Public Health Consultant 13	10. Division Child and Adolescent Health
5. Working Title of Position (What the Agency Titles the Position) School Health Education Coordinator	11. Section Adolescent and School Health
6. Name and Classification of Immediate Supervisor Karen Krabill Yoder, SAM 15	12. Unit N/A
7. Name and Classification of Next Higher-Level Supervisor Carrie Tarry, Division Director	13. Work Location (City and Address)/Hours of Work Remote Work Agreement; Elliot Larsen Bldg, Lansing, MI Monday – Friday, 40 hrs/wk, 80 hrs/pay period

14. General Summary of Function/Purpose of Position

This public health consultant provides expert consultation and technical assistance to school districts and associated agencies and is the statewide consultant with the primary responsibility for managing the *Michigan Model for Health*® curriculum and School Health Coordinator network. This consultant assists with budget development, program planning, policy and procedure development. This individual manages program evaluation, monitoring, and reporting. This individual consults with School Health Coordinators statewide, providing consultation and technical assistance for program implementation; prepares reports detailing program activities. This individual manages all special projects related to the School Health Coordinator grant and *Michigan Model for Health*® curriculum, such as curriculum training, revisions, promotion and evaluation. This individual works in collaboration with internal and external partners in promoting and overseeing the implementation of the curriculum through grants and other initiatives.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List duties in order of importance, from most important to least important.

Duty 1 Program Coordination

General Summary of Duty 1 80% of Time

Is the statewide consultant and manages all aspects of the *Michigan Model for Health*® curriculum; provides the day-to-day management of the program; develops policies and procedures, budgets and program plans for administrative review. Has the primary responsibility for program evaluation, including data gathering and analysis, report development related to state requirements, grant development, and monitors grantee agencies to assure the maintenance of program standards. Provides leadership for special projects related to the curriculum and statewide infrastructure.

Individual tasks related to the duty.

Works with the contract manager in the development of contract language specific to the program including Statements of Work and Reporting Responsibilities for School Health Coordinators statewide.

Provides consultation and technical assistance to contracted agencies to assure successful program implementation.

Provides professional development related to the *Michigan Model for Health*® curriculum.

Completes program monitoring, including site visits to contracted agencies, evaluation of performance, identifying any compliance issues, assisting agencies to identify corrective actions and assure complete and accurate reporting.

Coordinates all facets of the implementation of the *Michigan Model for Health*® curriculum including contractual and reporting processes within the Division of Child and Adolescent Health.

Provides leadership to special projects such as revisions, evaluation and assessment, correlations to core curriculum, etc.

Participates in regularly scheduled meetings with the Michigan Model for Health Clearinghouse, the Michigan Department of Education, Addis Enterprises and Courtland Consultants (and other collaborators dependent upon content area) for the online platform.

Analyzes program data to determine effectiveness of individual agency programs and the statewide program.

Provides expert consultation and technical assistance to individuals and agencies regarding child and adolescent growth and development, and educational needs to support healthy lifestyles and minimize risk-taking behaviors.

Duty 2 Collaboration and Partnerships

General Summary of Duty 2 10% of Time

Develop and maintain partnerships both internal and external to MDHHS. This includes the Michigan Department of Education, the Michigan Model for Health Clearinghouse, the Michigan School Health Coordinators Association, and other internal partners within MDHHS and external partners. Collaborates on grants and initiatives addressing school health education.

Individual tasks related to the duty.

Work with content experts both internal and external to MDHHS to ensure that curriculum content is accurate and current.

Act as liaison between the Michigan School Health Coordinators Association (MiSHCA) and state level partners implementing programs focused on school health education.

Works in close collaboration with the Department of Education to support and expand school health in Michigan schools, participating in the development of grants, funding requests and required reports.

Participate in quarterly Interagency School Health Team meetings.

Duty 3 School Health Education Content Expertise

General Summary of Duty 3 10% of Time

Provides content expertise in school health education. Supports other related adolescent and school health initiatives of the Division of Child and Adolescent Health as well as related inter and intra-departmental programming.

Individual tasks related to the duty.

Manages selected special projects regarding school health issues facing Michigan's children and youth.

Develops and maintains collaborative working relationships within MDHHS and other state departments along with external stakeholders and groups within Michigan and nationally to improve the health outcomes of children and youth in Michigan.

Provides expert consultation for health educators throughout the state.

Maintains records, prepares reports, and composes correspondence relative to adolescent and school health education.

Provides expert consultation on the development of educational materials, professional standards and guidelines for adolescent and school health education.

Participates in Division, Bureau, and Departmental trainings, meetings, and other activities as needed and/or required.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Develops program work plans and budgets, assures compliance with funding requirements. Implementation of program evaluation and provision of technical assistance.

17. Describe the types of decisions that require your 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 do you use to perform your job? What environmental conditions are you physically exposed to on your job? Indicate the amount of time and intensity of each condition. Refer to instructions on page 2.

Statewide travel required on a limited basis.

Occasional national travel.

Short time frames can be frequent, which contributes to high stress levels.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, ongoing basis. (If more than ten, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

No Supervisory Responsibilities.

20. My responsibility for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.
Provide formal written counseling.
Approve sick and annual leave requests.
Sign time and attendance report.
Orally reprimand.

Assign work.
Approve work.
Review work.
Provide guidance on work methods.
Train employees in the work.

21. I CERTIFY THAT THE ABOVE ANSWERS ARE MY OWN AND ARE ACCURATE AND COMPLETE.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 18? If not, which items do you disagree with and why?

Yes

23. What are the essential duties of this position?

This level public health consultant is primarily responsible for the statewide activities related to the *Michigan Model for Health®* curriculum and the School Health Coordinator network.

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

This position focuses primarily on comprehensive school health education and specifically on the *Michigan Model for Health®* curriculum and the School Health Coordinator network, which covers every school district within the State of Michigan. This position has statewide responsibility for planning, developing and coordinating the *Michigan Model for Health®* in schools with a focus on the online platform of the curriculum and a wider network of partners.

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

The function of the work area is to plan, develop and coordinate *Michigan Model for Health®* implementation and school health related programs within the Health and Wellness Bureau. This position and the section in which it resides (Adolescent and School Health) is responsible for developing policy, programs and standards related to school health education to address health issues for children and adolescents.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Masters degree in Public Health or related health area.

EXPERIENCE:

Two years of experience equivalent in responsibility to a Public Health Consultant 11. Or one year equivalent to a Public Health Consultant 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

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.

Knowledge of public health administration and adolescent and school health education issues.

Skills in organization, written and verbal communications, negotiation and public relations.

Thorough knowledge of issues pertaining to school health, specifically prevention and education.

Ability to coordinate state and local program activities; train professional staff and local personnel regarding school health education; maintain favorable relations with colleagues both internal to the department and external; and maintain records.

Ability to handle numerous tasks simultaneously and work under short time frames.

Ability to coordinate work efforts involving multiple disciplines and multiple statewide agencies and local agencies.

Knowledge of a variety of interagency programs.

Knowledge of and skill in interpreting and monitoring federal and state mandates related to program components.

Ability to develop and maintain positive working relationships.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date