

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

Position Code 1. DEPTALTAL28N

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Early Childhood
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division Child Development and Care
5. Working Title (What the agency calls the position) Policy Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor LEONARD, CANDACE J; DEPARTMENTAL MANAGER-3	12. Unit Policy
7. Name and Position Code Description of Second Level Supervisor ROLOFF, MELANIE K; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

This position is the Recognized Resource responsible for policy writing for the Child Development and Care (CDC) program. Duties include development and delivery of policy regarding procedures and systems, evaluating proposed, mandated, or enacted public assistance policies and developing new and revised policy materials. Position is the recognized resource in analyzing and identifying the impact of policy changes on automated systems for program policy area and local office procedures and will develop and prepare policy to be compatible with and reflect agency policy and State and Federal regulations. Position is a liaison across CDC to gather information from all CDC Units to assist in completion of policy and procedure implementation.

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: 70

Recognized Resource responsible to create, review and edit policy to align with State, Federal, and program rules/regulations.

Individual tasks related to the duty:

- Disqualification process: review and determine if policy has been followed for provider/client disqualifications from CDC program. Make recommendations to the Director for final decisions.
- Review and evaluate the impact and scope of proposed or enacted laws, regulations, or policy for CDC assistance program.
- Analyze program policy conflicts or inconsistencies, evaluate alternative strategies with comparative analytical measures; formulate and recommend final policy resolutions.
- Interpret and review existing State and Federal laws and regulations, state social welfare law and policies to ascertain, recommend, and establish coherent and comprehensive assistance program policy within the parameters of existing State, Federal, and agency guidelines.
- Develop, design and/or revise manuals, materials, and/or forms to incorporate statutory and regulatory changes, and clarify and/or enhance program efficiency.
- Evaluate State and Federal regulation changes for consultation with management and other staff for projecting assistance program changes.
- Revise program definitions and procedures when deficiency is found to exist.
- Update final policy changes into MDHHS policy manuals.
- Review administrative hearing decisions for consistency with agency policies and procedures.
- Provide technical support as needed in rehearing proceedings.
- Review and submit policy & Health & Safety exceptions according to program guidelines.
- Update programs such as JIRA and Bridges of client and provider changes as necessary.
- Attend meetings/conference calls related to JADS/BARS/Business Requirements as requested by management. Provide consultation and interpretation on program policy in relation to systems that support the program.
- Make final recommendations for both short-term and long-term goals and objectives for the program area.
- Liaison activities in reviewing training aids, training curriculum, trainers' guides, Power Point presentations, charts, forms, codes, websites, brochures, posters, etc. for modification, creation and appropriate distribution.
- Analyze training and/or systems pilots for accuracy, ease of use, and recommendations to management improvements to delivery of operation.
- A liaison across CDC to gather information from all CDC Units to assist in completion of policy and procedure writing and implementation.

Duty 2

General Summary:

Percentage: 20

Recognized Resource for Internal and External Customer Communications on Program Policy.

Individual tasks related to the duty:

- Represent the administration at meetings, conferences and on task forces, as assigned.
- Consult and advise management re: feedback from agency partners.
- Consult with staff within the organization and for outside groups throughout policy development, implementation, and evaluation.
- Prepare final policy and communications to providers and clients as needed.
- Provide consultation, technical assistance, and training to local office staff and other agency staff regarding policy and related systems operations.
- Initiate coordination with other units, and other state departments and agencies on the development of procedures which are needed to ensure the smooth operation of overlapping policies and procedures.
- Review and analyze intra-agency material, forms, and correspondence and prepare correspondence, recommendations, and revisions on items.

- Coordinate, develop, and send communications and responses to outside partners from CDC Partners and Policy email boxes.
- Respond to client and provider inquiries related to policy and procedures.
- Respond to outside partners' requests for client and/or provider information, ensuring confidentiality is maintained.
- Analyze reports of health and safety concerns reported by internal and external partners.
- Reach out to providers and clients to provide support and retrieve pertinent information to determine potential fraud.
- Maintain knowledge of and complete the required training for a working knowledge of how to handle Protected Personal Information (PPI).

Duty 3

General Summary:

Percentage: 10

Recognized Resource for development, design, implementation and evaluation of special projects.

Individual tasks related to the duty:

- Develop, implement, and provide an oversight of special projects as assigned by management.
- Support Director and management by analyzing and interpreting policy for audit requests as needed.
- A recognized resource for management and staff regarding policy for Federal and State case reviews.

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

Policy interpretation and writing. Consultation with field staff experiencing problems related to program policies/payments and questions asked in training. Staff and agency customers are affected by the decisions. Policy and systems material cannot be developed to cover 100% of the situations that occur for individuals and families that apply for or receive assistance. Therefore, oral and written interpretations within existing agency policy, laws, and regulations are required.

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

Policy drafts require supervisory review and approval. Policy interpretations and decisions are discussed when the scope of the decision is such that supervisory review and confirmation is appropriate.

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.

Standard office environment. Travel may be 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):

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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?

Analysis of Federal and State laws, rules, and regulations pertaining to public assistance programs. Development of administrative rules, policy, procedures, and forms, and publications needed to implement the agency's public assistance program, services, and special projects. Act as an expert resource to other divisions of the agency and other agencies regarding assigned areas of public assistance. Additionally, this position is responsible for developing policies and procedures and evaluating the effectiveness of assistance payments program policy.

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

Tasks related to providing responses to ECIC's weekly case issues report, and research and enter provider health & safety issues into JIRA have been added, but the overall function of the work remains the same.

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

This work area administers public assistance policies, services, and special projects related to the Child Development and Care program. The employee in this position performs the full range of tasks described in the items above. Employees within this unit provide technical analysis and development of policies, instructions, forms, publications, and automated systems service requests to support program administration, assist in developing training and training assessments, and inform the public of program service issues. The position requires the ability to work independently on a day-to-day basis.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 12: Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate orally and in writing.
- Ability to actively listen and focus on customer needs.
- Ability to make objective and complete observations.
- Must be familiar with computer hardware and software.
- The ability to work well with teams and in partnership with other agencies and office staff.
- Aptitudes for independent research, work scheduling, and analysis.
- Ability to be innovative.
- Ability to analyze, interpret, and apply rules, policy, law, and regulation related to the work.
- Ability to manage time effectively.
- Knowledge and experience in the Child Development and Care Program is desirable.
- Knowledge of the principles and practices of research/analysis.
- Knowledge of policy writing.
- Knowledge of the principles and practices of research and analysis.
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.

- Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.
- Knowledge of the economic, social, political, and business conditions of the state.
- Knowledge of the legislative process and governmental organization and structure.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Ability to prepare requests for proposals and program agreements.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to learn and utilize computer processes.
- Ability to design forms.
- Ability to maintain favorable public relations.
- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Driver's license 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.

None.

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

MICHAELA CAREY

6/16/2025

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