

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

<b>Position Code</b> 1. DPTLTCHET02R
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## 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-DPT OF HUMAN SVC CNTL OF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Children Services Administration
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL TECHNICIAN-E	<b>10. Division</b> Business Service Center 5
<b>5. Working Title (What the agency calls the position)</b> RPS Departmental Technician	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> MALDONADO, ZENA; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Regional Placement Unit/Permanency Planning Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> JOHNSON, ALISIA D; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> Cadillac Place, 3040 W. Grand Ave., Suite 5-600, Detroit, MI 48202-6013 / Monday through Friday, 8:00 a.m. to 5:00 p.m.
<b>14. General Summary of Function/Purpose of Position</b> This position functions as paraprofessional technician to support the Permanency Planning and Regional Placement Unit staff. Position will exercise programmatic responsibility to assure efficient and effective program operation as a while and assists staff to deliver competent, quality services to accomplish permanency goals and objectives. Position is responsible to compile, review, track and evaluate services related to child welfare policy and federal child welfare goals.	

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: 50**

Compiles, reviews, and tracks daily statistical and other programmatic data

**Individual tasks related to the duty:**

- Gather MiSACWIS case data
- Review case lists for accuracy by comparing with MiSACWIS data
- Document acceptance or denial responses for relative referrals.
- Prepare and provide demographic statistics for daily updates, monthly and official reports.
- Maintain and update foster home and residential available bed spreadsheet.
- Reconcile analysts individual tracking efforts to assist with compiling monthly – yearly data.
- Reconciliation of assignment logs to assist with compiling monthly - yearly data.
- Assist with documenting and reporting referrals received for shelter, foster homes, and CCIs.
- Maintain daily updates for PAFC.

**Duty 2**

**General Summary:**

**Percentage: 30**

Compose, Monitor and follow up on Regional Placement and Permanency Planning communications/correspondences.

**Individual tasks related to the duty:**

- Monitoring RPU mailboxes throughout the day.
- Follow up on residential and foster home vacancies.
- Send out daily shelter census updates.
- Assist with the coordination of referrals for the Qualified Residential Treatment Program.
- Assist with communication with permanency resource managers and Business Service Centers
- Compose basic correspondence as needed

**Duty 3**

**General Summary:**

**Percentage: 10**

Propose procedures, plans, new forms, programs and supports.

**Individual tasks related to the duty:**

- Review changes in policy and its impact to operations
- Maintain knowledge and expertise of all policies and programs impacting the units.
- Gather and analyze information to identify trends where current practices may be negatively impacted by policies, procedure and programs

- Interpret data to propose changes in procedures and needed supports
- Participate in staff meetings and Business Service Center meetings if needed
- Create plans on how to utilize PRMs to facilitate growth around identified areas of need regarding permanency for youth.

**Duty 4**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- General duties that support efficient and effective functioning of the unit.
- Support to the Regional Placement and Permanency Unit Management in required duties.

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

Utilize the core duties to plan in collaboration with the unit and local management to provide guidance around Regional Placement Unit and Permanency Planning requirements. Articulate the reasoning and intentions behind the creation of proposed procedures, programs and supports. Collaborate with internal and external partners to assist with placement availability. Compile feedback from the field to assist with tracking, trends, barriers and training needs.

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

Complied and provided data should be reviewed and approved by supervision. The management team should agree with the plan created to address the unit's needs.

**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.**

Walking throughout the office area. Sitting at a desk and working on a computer. Lifting and carrying less than 20 pounds. Lifting and carrying files to filing cabinet, for review.

**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. |

N Orally reprimand.

N 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?

Prepared by management.

23. What are the essential functions of this position?

Assisting with referral processes and compiling data for reports. Monitoring and following up on Regional Placement Unit communications. Entering data on spreadsheets for cases assigned to PRM and compiling the data into statewide, regional, and county level reports for analysis by child welfare analysts and the management. Additionally, the position may require completing or participating in special projects identified by management.

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

Updated the duties as this position now serves the Regional Placement and the Permanency Unit within BSC 5.

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

The work is in conjunction with the Regional Placement Unit and the Permanency Planning Unit. The position will provide support and assist the analyst and managers as they work to secure placements and permanency for youth experiencing foster care.

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

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Departmental Technician 7**

One year of experience performing administrative support activities equivalent to the 7-level in state service.

**Departmental Technician 8**

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

**Departmental Technician E9**

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

**Alternate Education and Experience**

**Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

**Departmental Technician 8**

Possession of a Bachelor's degree may be substituted for the experience requirement.

**Departmental Technician E9**

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience

requirement.

\*Preferred experience: Two years of experience as a technician or paraprofessional or performing administrative support activities specific to child welfare.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As noted on the job specification. Also, this position must be able to work independently and develop the knowledge and skills needed to support in the defined areas. Effective communication and negotiation skills are essential. Ability to collect and analyze data and work with several different software systems. The ability to write reports must be professional and appropriate to share with external partners and MDHHS management.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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.***

\_\_\_\_\_  
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