

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

Position Code

1. STDDADM1N16N

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Children's Services Administration
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division Prevention and Family Preservation
5. Working Title (What the agency calls the position) State Administrative Manager 15	11. Section
6. Name and Position Code Description of Direct Supervisor MAHONEY, MARY; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor CLICK, TIMOTHY; STARLING, DEMETRIUS	13. Work Location (City and Address)/Hours of Work 235 S GRAND AVE; LANSING, MI 48933 / 8-5
14. General Summary of Function/Purpose of Position This position functions as the statewide manager for Family Preservation (FPS) and Reunification service programming, including management of staff providing contract planning, bidding, oversight, local office coordination, technical assistance and funding for programs including, but not necessarily limited to: Families First of Michigan, Family Reunification Program, Families Together Building Solutions, Family Group Decision Making, Parent Partner, Substance Use Disorder Support Program, MDHHS Wraparound services, and development of non-standard service descriptions for direct local service provision. This position also manages appropriate application of Title IV-B2 and TANF funding for services and implementation and oversight of provisions of the Family First Prevention Services Act (FFPSA), including expansion of evidence-based prevention services across the state based on identified geographic needs.	

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**

Oversight of contracted Family Preservation and Reunification programs, services, and initiatives.
 Implementation and oversight of Family First Prevention Services Act provisions.

Individual tasks related to the duty:

- Manage the statewide family preservation and reunification services and initiatives.
- Assess statewide needs of families related to prevention and reunification service provision.
- Use data to analyze effectiveness of prevention services.
- Make recommendations and implement approved enhancements to prevention services based on data and needs of families.
- Plan and facilitate external and internal stakeholder meetings; collaborate with community stakeholders.
- Participate in all decisions about contract/program development, implementation, components and processes, including training.
- Ensure adequate processes are in place for communication, training, quality improvement, payments, data collection, and risk management.
- Assess and determine staffing needs; evaluate staff performance; maintain administrative records.
- Conduct on-site consultation with service contractors and local office staff.
- Review, update, and/or negotiate modifications of state contracts; monitor contractual services & requirements.
- Identify the need for subcommittees and workgroups and facilitate their assignment and accomplishment of goals.
- Attend federal, local, and state meetings on behalf of the department.
- Develop, oversee, and approve all internal and external communications associated with FPS (presentations, brochures, handouts, etc.)
- Ensure a response to client/customers, staff, community, media and legislative inquiries.
- Oversee the Request for Proposal development and revisions for all centrally administered and county administered service programs.
- Lead bid process for all centrally administered family preservation and reunification programs. *(Families First, Family Reunification, Families Together Building Solutions, Substance Use Disorder Family Support Program, Wraparound, Parent Partners, others as identified).
- Direct supervision to Family Preservation Specialists, Substance Use Disorder Analyst, other staff as identified.
- Serve as administrative contact for all private agency contracted providers of FPS.
- Oversee processing of monthly billing for services provided.
- Provide oversight of Title IV-B2 federal funding, as well as the TANF funding that make up the local office allocations. These are referred to as: Strong Families Safe Children (IV-B2), Child Safety Permanency Plan/Child Protection Community Partners (CSPP/CPCP).
- Provide specific direction to all contractors on the collection, maintenance, and interpretation of program data to meet reporting, quality assurance, evaluation, and state and federal requirements.
- Understand and articulate various funding sources involved in community support programs.

Duty 2**General Summary:****Percentage: 20**

Program Development and Data Collection/Analysis

Individual tasks related to the duty:

- Assess and determine service needs of children and their families in assigned area.
- Encourage, advise and direct judges, administrators, directors and contractors in the development and implementation of community support programs.
- Advise and consult on the efficiency and effectiveness of existing programs and needed changes for the revision of program services or development of additional programming.
- Work in conjunction with Department of Technology Management and Budget, MISACWIS Unit, Data Management Unit, evaluators and other identified contractors to facilitate approved information system changes and updates.
- Develop and submit required legislative boilerplate reporting for family preservation and reunification programs.
- Request and report required data from Business Service Center contract administrators on Families Together Building Solutions county funded contracts.
- Request and report on Title IV-B2/Promoting Safe and Stable Families funding use by counties, as reported by the Business Service Centers.
- Develop and Oversee preservation programming using state and federal funding.

Duty 3**General Summary:****Percentage: 20****Local Office Programming and Funding****Individual tasks related to the duty:**

- Consult with state, local and federal government entities and other interested parties about programs.
- Develop and amend standard and non-standard service descriptions.
- Work with the MDHHS Budget Office to plan and monitor use of the local office allocations to counties.
- Review/Approve Requests for Proposals. Facilitates revisions with BSC and County contract staff for approval and posting.
- Develop budget plans and budget enhancement recommendations.
- Work with financial and accounting units to establish and maintain account coding.

Duty 4**General Summary:****Percentage: 10****Other Duties/Committee's and Initiatives****Individual tasks related to the duty:**

- Respond to inquiries from various parties, such as legislators, court administrators, judges, etc.
- Provide trainings or facilitate workshops for other child welfare providers.
- Testify regarding family preservation and reunification programs.
- Serve as the MDHHS representative for identified workgroups, which may include, but are not limited to: Home Visitation Work Group with the Maternal Infant/Early Childhood Health office; Great Start Operations Team in collaboration with the ECIC, MDE, Behavioral Health, Children's Mental Health services, MI Public Health Institute and Maternal Infant Health Program and Services; Quality Improvement Council (QIC).
- Other duties as assigned by CSA Deputy Director or CSA Executive Director.

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

Decisions concerning policy interpretation, contract compliance, program model integrity, permissible use of funding, program office exceptions, and policy and contract clarification. Decisions affect overall service funding, application of services related to state and individual county needs, availability of services statewide, quality and maintenance of available services, and information sharing regarding family preservation and support services for families and children in the State of Michigan.

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

Operational and policy interpretations and decision are discussed when the scope of the decision is such that it may be establishing a new precedent with statewide implications or when assistance is needed in dealing with overall contractor needs. Services expansion and funding requests, while developed by the program office manager, are made in consultation with the CSA Deputy Director and CSA Executive Director.

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.

The position is a Central Office administrative position. The majority of work is completed in the office. Most of the duties are performed at a desk while seated. Attending meetings may require walking or driving to a specific location (conference or workgroup site, another state department, provider agency or MDHHS office within the state).

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>
	DEPARTMENTAL ANALYST		DEPARTMENTAL ANALYST-A
	DEPARTMENTAL ANALYST		DEPARTMENTAL ANALYST-A 12
	DEPARTMENTAL ANALYST		DEPARTMENTAL ANALYST-A 12
	DEPARTMENTAL ANALYST		DEPARTMENTAL ANALYST-A 12
	DEPARTMENTAL ANALYST		

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ 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?

Position functions as the statewide manager for family preservation and reunification services/programming and implementation of provisions associated with Family First Prevention Services Act (FFPSA).

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

Updating position description to reflect added responsibilities and oversight of the Family First Prevention Service Act provision; reference to Title IV-E has also been updated to reference as the 'Family Preservation and Reunification'; reference to prevention has been removed; responsibilities and reference to Protect MiFamily have also been removed as the program no longer exists. With noted changes, overall function and responsibilities of the position remain the same. The position also continues to serve as manager of a Group 4 designated work area.

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

Family Preservation and Reunification Services is part of the Office of Child Welfare Policy and Programs. This position serves as manager of the Family Preservation and Reunification unit.

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:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience**State Administrative Manager 15**

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification.

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.

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.

LINDA SONG

9/6/2019

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