Position Code
1. STDDADM1F03N

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)** Medicaid Actuarial Services
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	**10. Division** Financing, Analytics, and Data Governance Division
5. Working Title (What the agency calls the position) Section Manager, Analytics, LTC Finance & Reimbursement Policy Section	**11. Section** Analytics, LTC Finance & Reimbursement Policy
6. Name and Position Code Description of Direct Supervisor SCHNEIDER, MATTHEW; STATE DIVISION ADMINISTRATOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor WHITE, KEITH E; STATE BUREAU ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 400 S. Pine – 7th floor, Lansing, MI / 8 a.m. – 5 p.m. Monday – Friday

14. General Summary of Function/Purpose of Position

This position manages staff and functions of the Analytics, Long Term Care Finance, and Reimbursement Policy Section. Specific functions include 1) oversight of various complex analytics used for decision making and to develop Medicaid policy, 2) manage and operationalize long term care special financing, 3) manage data and policy needs for the Bureau that pertain to long term care finance and reimbursement policy, and 4) monitor state and federal policy to ensure that state programs are in compliance and to maximize federal revenue opportunities.

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**

Manage varied analytical projects used for decision making and policy development.

Individual tasks related to the duty:

• Coordinate and oversee analytics related to Medicaid fee-for-service, eligibility, and managed care programs.
• Work with policy and program areas to define and refine analytics to best meet the needs of leadership.
• Prioritize workload and ensure timelines are met.
• Participate in data warehouse workgroups and otherwise contribute to the development of resources within the warehouse, to ensure that adequate data resources are available to conduct required analysis, to develop budgets and to efficiently manage various programs.
• Work with outside parties including CMS, Michigan State University, the University of Michigan and others as needed to obtain data and analytical support for various projects and initiatives.

Duty 2

General Summary: **Percentage: 25**

Manage various long term care finance activities, including rate development for programs, budget projections, and nursing facility upper payment limit and provider tax calculations.

Individual tasks related to the duty:

• Responsible for development, implementation and management of special financing initiatives that help fund long term care programs, including provider taxes, certified public expenditures, and other potential financing mechanisms.
• Work with CMS to ensure the nursing home provider tax complies with all federal requirements.
• Oversee the annual calculation of the nursing facility upper payment limit and ensure compliance with federal regulations regarding upper payment limits.
• Develop budget projections for various long-term care and related programs in conjunction with the annual budget cycle.
• Project and analyze the impact of the nursing home provider tax and other special financing initiatives on the cost of various long term care programs.
• Coordinate and oversee rate development for the PACE program.
• Provide information and recommendations to Health Services leadership on issues related to the long-term care portion of the Medicaid budget.

Duty 3

General Summary: **Percentage: 25**

Manage long term care reimbursement policy functions, both state and federal.

Individual tasks related to the duty:

• Oversee development and revision of state plan amendments, policy documents, and supporting documents related to long term care reimbursement.
• Monitor and help coordinate to resolve long term care reimbursement issues that cross over into other areas of state government.
• Monitor federal laws, rules, regulations, federal register notices, programs advisories and other communications from the federal government that impact the financing of long-term care programs and to promote revenue maximization.
• Inform management of any major fiscal implications from changes in federal policy.

Duty 4

General Summary: **Percentage: 5**

Manage staff and functions of section.

Individual tasks related to the duty:

• Establish and prioritize functions of section.
• Ensure that necessary training opportunities are available to employees.
• Provide guidance and leadership to employees on assigned projects.
• Perform hiring and other required human resource functions.
• Ensure compliance with equal opportunity, harassment and other such requirements.

Duty 5

General Summary: **Percentage: 5**

Other duties as assigned

Individual tasks related to the duty:

• Work on special projects.
• Participate on committees and workgroups.
• Present to outside agencies upon request.
• Address specific problems that arise and provide assistance to other agencies.
• Other duties as needed.

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

• Sources of data for analytical tasks
• Amount of provider tax needed to support QAS payment up to upper payment limit
• Whether and when to discuss operational issues with CMS
• Assignment of projects to individual staff

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

• Prioritization of work
• Content to be shared when sensitive issues are raised by outside parties
• Agency position in decisions that have political implications
• Agreements with associations, stakeholders and other outside groups

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.

General Office Environment

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
	DEPARTMENTAL SPECIALIST-2 13		DEPARTMENTAL ANALYST-E P11
	DEPARTMENTAL ANALYST-E P11		DEPARTMENTAL ANALYST-E P11
	DEPARTMENTAL ANALYST-E P11		
	FINANCIAL SPECIALIST-3 14		

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

Essential duties of this position include 1) providing oversight on analytical projects, 2) management of special financing initiatives and PACE rate development for long term care programs, 3) providing oversight of long term care reimbursement policy at the state level, 4) ensuring compliance with federal policy, 5) identifying all viable opportunities to maximize federal revenue for long term care services, 6) identifying priorities in regard to financial issues that impact long term care services, 7) ensuring that sufficient and appropriate data are available to perform critical functions, 8) ensuring critical deadlines for federal requirements related to the nursing facility upper payment limit and provider taxes are met.

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

n/a

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

The Financing, Analytics & Data Governance Division supports the mission of the administration by providing data analysis, financial policy, and additional support in several areas of the overall business of Medicaid, including the calculations and analysis related to several provider taxes. This division provides analysis for those making decisions on budget and policy initiatives and also works to provide data to external entities including the federal government and outside researchers. This position is focused on providing technical expertise and managing the section that handles analytics and long-term care reimbursement policy and financing.

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:

Strong communication skills, including both written and verbal.
Knowledge of health care financing/budgeting and federal regulations.
Strong quantitative skills.
Ability to extract important information about complex issues from a variety of sources.
Ability to present complex issues in a form that is sufficiently simple for non-experts to understand.
Ability to use discretion when providing information to stakeholders and other interested parties.
Use of standard software packages including Microsoft Word, Excel and Powerpoint.
Additionally, as noted on the CSC Job Specification.
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:

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.

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

WHITNEY HENGESBACH   1/5/2026

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**