

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

Position Code 1. STDDADM1H81N

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) Bureau of Laboratories
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division
5. Working Title (What the agency calls the position) State Administrative Manager 15 - Laboratory Systems Section Manager	11. Section Laboratory Systems Section
6. Name and Position Code Description of Direct Supervisor SHAH, SANDIP H; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor LYON-CALLO, SARAH; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 3350 N. Martin Luther King Jr. Blvd., Lansing, MI. / 8-5
14. General Summary of Function/Purpose of Position This position directs and manages the activities of section staff and sets priorities for implementation of Bureau policy and overseeing all laboratory information management systems and technical training needs. This position is responsible for maintaining channels for internal and external client input and adjusting services as appropriate. This position is responsible for writing reports, grant applications, progress reports, laboratory outreach including internal and external trainings, and K-12 outreach.	

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

Exercising extensive independent judgment, the individual in this position plans, organizes, directs and controls the work activities of public health training and laboratory information activities.

Individual tasks related to the duty:

- Maintains liaison with internal and external clients to coordinate training and laboratory information system activities.
- Defines work objectives of and sets priority for Section staff and contractors. Monitors progress of professional and non-professional staff in meeting work objectives.
- Coordinates program and administrative activities of a complex and interrelated nature where unknowns and numerous contingency factors are involved.
- Schedules work assignments of professional and non-professional employees and contractors with considerable knowledge of EEO rules and statues and policies, supervisory technique, and labor relations.
- Develops and implements performance evaluation and other management tools to increase staff efficiency and improve quality of services.
- Monitors Section budget and spending to assure that resources are used prudently and appropriately.
- Drafts and monitors contracts and amendments with vendors and organizations providing products and services to the Section.

Duty 2

General Summary:

Percentage: 10

Writes progress and productivity reports of Section activities, drafts and/or edits grant applications and progress reports.

Individual tasks related to the duty:

- Within Departmental guidelines and according to Bureau priorities and with input from Bureau leadership and external partners, drafts federal grant applications.
- Assures that federal grant progress reports are accurate and submitted in a timely manner.
- Develops Bureau activities reports annually and assures coordination and distribution of newsletter (Lab Link) and other external communications. Directs and reviews prior to release urgent health communications.
- Submits oral and written reports and updates on staff activities and progress in meeting work objectives.

Duty 3

General Summary:

Percentage: 15

Develops and participates in external and internal technical and quality assurance training. Assures quality of staff presentations and publications.

Individual tasks related to the duty:

- Reviews Section staff training materials and assures quality and accuracy.
- Develops quality standards for training materials and Bureau publications and presentations.
- Plans, organizes and delivers technical, quality assurance, emergency response training sessions to external laboratory partners and Bureau staff.

Duty 4

General Summary:

Percentage: 10

Provides consultation and expertise to local public health laboratories, medical laboratories, medical and public health programs on issues related to laboratory information management systems and technical areas.

Individual tasks related to the duty:

- Acts as a statewide back-up resource and contact for external partners to access training and information on laboratory related topics.
- Assures development and implement practices and activities to enhance public health and private laboratory coordination of services and information exchange.
- Maintain and supports immediate and broad communications system with the clinical laboratory community.
- Attends lectures, workshops, seminars on topics related to laboratory information systems, disease control and prevention strategies, surveillance, laboratory regulations and other relevant topics.

Duty 5**General Summary:****Percentage: 15**

Promotes the development of laboratory networks in Michigan.

Individual tasks related to the duty:

- Facilitates two-way communications between clinical, commercial, and academic laboratories Section activities.
- Provides consultation and training concerning public health priorities and duties to laboratory network partners.
- Assists laboratory, health care, and public health partners in the development of laboratory practice guidelines, best practices documents and reports.
- Evaluates Section activities in achieving Bureau goals and objectives. Prepares reports and analysis of evaluations

Duty 6**General Summary:****Percentage: 10**

Participates in Bureau surge capacity and Department needs during emergencies and public health crisis.

Individual tasks related to the duty:

- Provides management oversight and coordination of testing during periods of test volume surge.
- Participates in development, coordination, implementation and review of the Bureau emergency operation plan.
- Provides consultation to laboratory clients and public health programs as directed by the Bureau Administrator.
- Supports Department emergency operations center through coordination of Section personnel and participating in operation roles and responsibilities.
- Coordinates and executes exercises and drills of continuity of operation, testing surge capacity and other critical laboratory activities.

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

Decisions that impact program areas, management of routine personnel issues, setting work objectives for staff, time management, resource allocations to meet laboratory information system critical needs.

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

Unusual personnel problems or needs. Setting policy or taking actions outside clearly established Bureau policies, procedures, and mission.

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.

Standing 25%, sitting (computer and telephone) 50%, walking 15%, transporting training equipment and materials 5%., driving 5%

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>
SEYMOUR, HEATHER	DEPARTMENTAL SPECIALIST-2 13	HADDOCK, NATHAN G	LABORATORY SCIENTIST SPL 2 13
ANGLEWICZ, CARRIE L	MICROBIOLOGIST SPECIALIST 2 13		

Additional Subordinates

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> 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?

Exercising extensive independent judgment, the individual in this position plans, organizes, directs and controls the work activities of public health training and laboratory information activities. Writes progress and productivity reports of Section activities, drafts and/or edits grant applications and progress reports.

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

Position update to get a PD on file in the PARIS system. Throughout the PD, minor language/wording updates but the overall PD remains the same as what's on file in FileNet.

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

The bureau performs diagnostic tests for disease caused by infectious agents, for newborn screening, and for environmental contaminants; serves as a reference lab in microbiology and a center of excellence for trace chemical analysis as well as TB genotyping; provides public health testing for chemical and biologic agents of terrorism, supports environment exposure control programs and develops new and /or improved methods and procedures for use in disease prevention and diagnosis. This position is responsible for overseeing all laboratory information management systems and technical training needs, and for maintaining channels for internal and external client input and adjusting services as appropriate.

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. In addition:

- Extensive knowledge of laboratory sciences: microbiology, clinical chemistry, and quality assurance.
- Knowledge of the principles of adult education.
- Ability to coordinate complex projects and initiatives.
- Excellent time management skills.
- Ability to communicate orally and through writing.
- Ability to manage people and work.
- Ability to solve problems and make decisions, ability to establish and maintain effect relationships with government officials, private industry officials, professional and non-professional personnel, and others.

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:

Valid Michigan Driver's License is 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.

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