

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Department of Health & Human Services
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Health & Wellness
4. Civil Service Classification of Position State Deputy Division Admin. 15 (SAM 1)	10. Division WIC Division
5. Working Title of Position (What the agency titles the position) Section Manager	11. Section WIC Vendor Management & Program Integrity Unit
6. Name and Classification of Direct Supervisor Christina Herring, SDA 17	12. Unit
7. Name and Classification of Next Higher Level Supervisor Brenda Jegede, State Bureau Administrator	13. Work Location (City and Address)/Hours of Work Elliott-Larsen Bldg., 320 S. Walnut, Lansing 8am-4:30 pm M-F

14. General Summary of Function/Purpose of Position

As Section Manager of the highly complex and diverse section within the WIC Division, directs the complicated statewide WIC food management process, vendor management functions, WIC vendor compliance activity, vendor payment. Directs unit managers/supervisors to provide professional overall direction within the section. Responsible for various related operational procedures, reports, vendor contracts, vendor compliance, EBT, special projects and various related areas for the food delivery system. Provides administrative direction to managers and section staff.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 40%

Provides direction, leadership, management, oversight and supervision of managers and staff within the section in order to accomplish the goals of the WIC Division, bureau and department. Reviews and analyzes significant WIC operational and vendor related problems and makes the necessary assignments to key staff to resolve issues and problems. Must work under very general and broad guidance in a complex work area. Must work independently and also coordinate with other WIC sections, divisions and agencies to accomplish goals and meet extensive deadlines.

Individual tasks related to the duty.

- Directs staff and makes assignments.
- Works with various DCH Mgrs, other departments, and outside agencies and staff.
- Supervises, reviews and evaluates work of managers and staff.
- Use considerable independent judgment to resolve complex problems.
- Knowledge of personnel policies. Must approve leave, hire and train personnel, counsel employees, and provide service ratings and follow-up action as needed.

Duty 2

General Summary of Duty 2

% of Time 35%

Must coordinate daily WIC programs operations, vendor management and compliance activity through unit managers and coordinate with division/bureau/support agencies on various activities. Must communicate with local public health agencies, WIC vendors, intergovernmental agencies, USDA, support staff and other department sections on complex issues to resolve the WIC food payment, operational and vendor management issues. Provide support to the WIC Division director on various areas and must provide a timely response on key critical legislative, USDA, interagency and other related areas. Provide direction and management oversight for the WIC program, agency MI WIC expansion, ongoing support and Electronic Benefit Transfer (EBT) Project.

Individual tasks related to the duty.

- Coordinate and oversight of all activity within the section.
- Must interpret very complex federal policies, regulations and procedures.
- Communicate in writing and verbally with local agencies, vendors, USDA, and other agencies on complex issues regarding compliance activities..
- Follows up on implementation of recommendations and implementation of controls to assure daily operations are accountable, consistent and accurate.

Duty 3**General Summary of Duty 3****% of Time 15%**

Develops major recommendations for modifications and improvements to, vendor contracting, and other related areas. Provides overall support and assistance as needed for implementing operational changes. Oversee WIC data communication network management.

Individual tasks related to the duty.

- Coordinates and oversees support for implementing administrative and operational changes.
- Develops recommendation and assesses enhancements and modifications to daily operations.
- Reviews and maintains records, reports, etc. to monitor overall section activity.

Duty 4**General Summary of Duty 4****% of Time 10%**

Provides assistance to the division director on various complex projects as requested. Develops alternative strategies to resolve various detailed and complex WIC issues and problems. Must perform various duties and assignments as directed.

Individual tasks related to the duty.

- Provides support, input and recommendation to division goals and planning activity.
- Provides support on various activities.
- Performs additional duties and assignments as assigned.

Duty 5

General Summary of Duty 5 **% of Time** _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Decisions on appropriate course of action will be consistent with knowledge of complex WIC program areas, USDA regulations, background/knowledge of WIC. Many times, there is no previous documentation or guidance to use in determining the proper course of action and must independently determine a decision.

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

Generally, decisions that would have a major financial, political, or department-wide impact.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Physical efforts may require assisting various staff on their duties, moving various WIC related materials and computer equipment. Travel outstate and statewide, plus need to work on projects as needed. At times, have intense project activities with short deadlines.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Karen Anderson	Secretary E8		
Katherine Groble	Departmental Manager 14		
William Dokianos	Departmental Manager 14		

20. My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Agree

23. What are the essential duties of this position?

This management position provides the overall guidance, direction, and responsibility for the essential support for the WIC Division in the critical food delivery process, vendor payment, vendor contracting, and EBT support, compliance activity, and related areas. This position provides the overall direction through various managers and support staff that relates to payments, contracts, statewide support for MI WIC, EBT, and various other areas. This position must work independently under very broad direction on various complex tasks, problems and activities.

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

This position is responsible for all WIC Program Vendor Management and Compliance activities, WIC Operations, MI WIC and EBT, plus WIC data communications.

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

This section provides the highly complex and technical operational support for all WIC vendor payments, vendor contracting, fraud/compliance activity, coordination with system modifications, for one of the largest statewide programs in the department. Responsibility includes providing direction, leadership, management, oversight and supervision of unit managers and support staff to accomplish the goals of the WIC Division and DCH. Must review, analyze and assist in resolution of complex and significant WIC operational and contractual problems and make necessary staff assignments. Must work with various state, federal, local and outside agencies in providing ongoing operational support for the WIC Division.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Bachelor's degree from a four-year program (would prefer emphasis in management, finance and other related areas)

EXPERIENCE:

Two years experience equivalent to a Departmental Manager 13. Any experience that would relate to this type of work in a high volume complex work area would be helpful.

KNOWLEDGE, SKILLS, AND ABILITIES:

It would be beneficial to know computer software, use of a computer, general understanding of data processing, accounting, health programs similar to WIC and complex operations.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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's Signature

Date**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date