

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. SCHDCSTEA02R

**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> EDUCATION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> SCHOOL DISTRICT CONSULTANT-E	<b>10. Division</b> Business, Health, and Library Services
<b>5. Working Title (What the agency calls the position)</b> Child and Adult Care Food Program (CACFP) Consultant	<b>11. Section</b> Office of Nutrition Services
<b>6. Name and Position Code Description of Direct Supervisor</b> CAVETT, LYNN; EDUCATION CONSLTNT MGR-5	<b>12. Unit</b> Child and Adult Care Food Program
<b>7. Name and Position Code Description of Second Level Supervisor</b> HERMAN, SARA M; STATE ADMINISTRATIVE MANAGER-2	<b>13. Work Location (City and Address)/Hours of Work</b> 608 West Allegan, Lansing, MI 48933 / Monday - Friday, 8:00 am - 5:00 pm

**14. General Summary of Function/Purpose of Position**

The function of a consultant is to consult and advise childcare centers, community agencies, schools, afterschool programs, interest groups, adult day care programs, and Child and Adult Care Food Program (CACFP) staff concerning the administration and operation of the Child and Adult Care Food Program. This position functions as the consultant completing or overseeing a variety of assignments pertaining to feeding infants, early childhood, elementary, middle and high school students, and adults enrolled in care settings. In addition, this position consults and interprets federal regulations and policies as they relate to the CACFP for implementation and oversight to maintain program integrity.

**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: 65**

Provides technical assistance and consultative services pertaining to the Child and Adult Care Food Program (CACFP).

**Individual tasks related to the duty:**

- Analyze and evaluate the CACFP and make recommendations to administrators, school superintendents and boards of education, and/or boards of childcare agencies and adult day service programs regarding improvements to program quality, program integrity, nutritional integrity, and program improvement and enhancement.
- Consults and advises CACFP participants, interested groups, and food service personnel on the implementation, development, improvement, interpretation and evaluation of the CACFP.
- Independently, or with co-workers, perform in-depth reviews of CACFP sponsors, including the financial viability, administrative capability, and accountability of the sponsor's administrative abilities and the program operations and implementation at the facility level of childcare centers, adult day service programs, and family childcare homes.
- Answer phone, letter, and email inquiries related to the CACFP, nutrition, and related child development issues.
- Investigates complaints, reports of violations, and makes recommendations for improvement/compliance as required.
- Adapt research developments and current concepts in child and adult nutrition.
- Maintains records, prepares reports and correspondence related to work.
- Assists the supervisor of CACFP to review applications, contracts, and grants submitted by current or potential program participants and sponsoring organizations.
- Analyze and evaluate financial records associated with program management, prepare reports, make recommendations.
- Develops and distributes policy clarifications, operational memoranda, and handbooks based on USDA guidance or regulations.
- Analyze proposed legislation and regulations. Prepare written analysis for the supervisor of CACFP.
- Analyze and evaluate audits of institutions and sponsors.
- Develops and implements procedures related to the seriously deficient process as it relates to institutions and sponsors.
- Independently or with co-workers, represents MDE in the appeal process.

**Duty 2**

**General Summary:**

**Percentage: 20**

Assist with the planning, development, coordination, implementation, and evaluation of training programs and materials related to the CACFP.

**Individual tasks related to the duty:**

- Assist with the planning, coordination, development, implementation, and evaluation of potential applicant training.
- Assist with the planning, coordination, development, implementation, and evaluation of training programs and materials to orient new institutions.
- Assist with the planning, coordination, development, implementation, and evaluation of training programs and materials to improve record keeping skills of institutions.
- Assist with the planning, coordination, development, implementation, and evaluation of training programs and materials including but not limited to: regulations, program integrity, food purchasing, nutrition, food production, menu planning, safety and sanitation, cost control, personnel management, financial viability, and nutrition education. Training is designed to improve skill level of all personnel associated with the CACFP.
- Assist with the administration of the online grants systems.

**Duty 3**

**General Summary:**

**Percentage: 10**

Assist with the development and revision of training materials.

**Individual tasks related to the duty:**

- Develop, revise, and update applications, agreements, policy statements, claims for reimbursement, reports, and forms used by all participants in the CACFP.
- Develop reports, needs assessments, evaluations and forms used by CACFP staff.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

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

Analyze and evaluate the CACFP and make recommendations to administrators, school superintendents and boards of education, and/or boards of childcare agencies, community-based organizations food banks, and adult day service programs regarding improvements to program quality, program integrity, nutritional integrity, and program improvement and enhancement.

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

When situations arise that are in conflict with current practices or procedures or when new or unusual events or circumstances occur.

**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 job takes place both inside the office and in the field. Person needs to sit, work at a PC, lift, and carry training materials and often stand for prolonged periods of time while conducting training sessions. Overnight travel within the state as well as out-of-state is required. Travel is reimbursed per State of Michigan instruction. Travel schedules are determined by employee in conjunction with their supervisor.

**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. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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?**

The function of a consultant is to consult and advise childcare centers, community agencies, schools, afterschool programs, interest groups, adult day care programs, and Child and Adult Care Food Program (CACFP) staff concerning the administration and operation of the Child and Adult Care Food Program. This position functions as the consultant completing or overseeing a variety of assignments pertaining to feeding infants, early childhood, elementary, middle and high school students, and adults enrolled in care settings. In addition, this position consults and interprets federal regulations and policies as they relate to the CACFP for implementation and oversight to maintain program integrity.

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

Updated box 14 to include language around middle and high school students, care settings, and maintaining program integrity. Updated box 16 to include mentions of making recommendations to administrators and school officials. Updated box 18 to include travel related specifics. Updated box 25 to include office name.

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

The Office of Nutrition Services is responsible for the administration of several Child Nutrition Programs (National School Lunch, Breakfast and Special Milk, Child and Adult Care Food Program, Summer Food Service Program), and Food Distribution Programs and how these programs work in conjunction with the Child and Adult Care Food Program that serves children and Adults in the State of Michigan. This position is primarily responsible for providing consultative services.

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

**EDUCATION:**

Possession of a master's degree in education or a field related to education program administration (non-academic).

**EXPERIENCE:**

**School District Consultant 11**

No specific type or amount is required.

**School District Consultant 12**

One year of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management equivalent to a School District Consultant 11.

**School District Consultant P13**

Two years of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management, including one year equivalent to a School District Consultant 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles of school management.

Knowledge of the problems associated with managing a school district.

Knowledge of the laws and regulations related to the assigned program.

Knowledge of the relationship between school administrators and the community.

Ability to assess the needs of a school district and make recommendations accordingly.

Ability to provide leadership in the field of management to boards of education and school administrators.

Ability to interpret legislation, and to determine compliance with the laws, regulations, and rules relating to the assigned program.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

NA.

*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.

NA.

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

D. CLARK

\_\_\_\_\_  
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