State of Michigan
Civil Service Commission

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

Position Code
1. DEPTALTE624N

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)** Health and Wellness
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	**10. Division** Chronic Disease and Injury Control
5. Working Title (What the agency calls the position) Departmental Analyst E - SFAL Program Analyst	**11. Section** Tobacco
6. Name and Position Code Description of Direct Supervisor HITCHINGHAM, JULIA B; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor HINES, SOPHIA L; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 320 S. Walnut, Lansing, MI. / 8-5

14. General Summary of Function/Purpose of Position

This Departmental Analyst position works in the Michigan Smoke Free Air Law (SFAL) Program that is statutorily required in Part 126 Public Act 188. This position is responsible for work including responding to exempt businesses questions and required communication, preparing annual renewal affidavits, sales and transfer affidavits and reviewing renewal affidavits to determine if they meet requirements of statute. This position is responsible for updating and creating program procedures, responding to FOIA requests, legislative inquiries, and other assignments and inquiries. This position is responsible for the statutory complaint process which includes communication with the complainant and the business to determine if they are complying and documentation. This position is responsible for the Michigan State Police contract, assigning work, approving invoices and the reporting process. This position works closely with Smoke Free Air Law Program staff, MDHHS Legal Services, the Attorney General's office, local government offices, local law enforcement and the Tobacco Section policy staff. Building and maintaining partnerships is essential for this position. This position provides inspections across the state as needed.

Part 126 of Public Act 188 is a public health law to ensure employees of regulated facilities, and the public are protected from the dangerous health effects of secondhand smoke exposure. This position works with people from many backgrounds, cultures, and people who speak English as a second language. All constituents must be respected, communicated with patience and clarity. This position serves the goal of protecting residents from secondhand smoke; support the understanding of the SFAL protections and requirements; increasing compliance with the SFAL through education and support as well as limit setting of what is legally required.

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:** **60**

Smoke Free Air Law (SFAL) Program

Individual tasks related to the duty:

- Review and analyze renewal affidavits to ensure that each aspect of the affidavit is complete, aligns with responses from the previous year, meets statutory guidelines, calculate required income proportions, review violations and whether fines are paid to date and ensure all appliable statutory requirements are met for this specific business, location and details. Provide a decision of incomplete, approve or deny to the exempt business. Provide correspondence to the exempt business and complete documentation.
- Review and analyze SFAL Exemption Sales and Transfer affidavits to ensure that each aspect of the affidavit is complete, aligns with responses from the previous year, meets statutory guidelines, calculate required income proportions, review violations and whether fines are paid to date and ensure all appliable requirements are met. Provide a decision of incomplete, approve or deny to the exempt business. Provide correspondence to the exempt business and complete documentation. Complete communication, approval procedures and documentation.
- Collaborate with localities and the exemption holder to complete the final inspections for sales and transfer before the final approval. Connect with localities and applicable state departments to assess completion of all aspects of licensing and requirements for all applicable statutes, coordinate with the business and relevant localities to set up time for final join inspections. Approve affidavit as applicable, document in the exemption file, and spreadsheets.
- Answer inquiries from the public and partners regarding the affidavit approval process. Provide interpretation, consultation and correspondence for compliance of Public Act 188 and document.
- Complete responses to legislative and administration inquiries that typically involve a specific business or exemption classifications. Review and analyze the request, research aspects that impact statute, review exemption and complaint files, identify appropriate materials, redact as necessary, scan and create the file response. Draft the response, edit and have reviewed the SFAL staff and managers.
- Respond to requests filed under the Freedom of Information Act (FOIA), communicating with management and FOIA liaison to assess costs and any questions related to request. Review request and determine what is necessary for review. Review applicable case files, assessing information to be redacted, scan needed documents and prepare necessary documents to satisfy the FPOIA request.
- Provide training and guidance to partners and MDHHS staff as requested. Topics include the Smoke Free Air Law, the SFAL program, compliance with the SFAL, enforcement of the SFAL, the exemption process and requirements, the SFAL complaint process, and opportunities to collaborate.
- Evaluate, revise and implement approved practices, procedures and access to affidavit with most ease to the SFAL staff and constituents.
- Complete and maintain SFAL tracking daily and review weekly. Content to include but not limited to, inspections completed including date, business name, address, nature of complaint, action(s) taken with dates and outcomes, citation written and outcomes; MSP inspections assigned with date, completed with date, outcomes, number of violations and citations written with date, outcomes of citations; phone calls and communication log with constituents and business including date, person/business, nature of communication, outcomes, follow up with date.
- Complete CDC grant workplan activities for the SFAL and required legislative activities. Use the tracking data this position maintains throughout the year and provide a complete list of MDHHS inspections, Michigan State Police (MSP) inspections, MDHHS violation and citations numbers and monetary total, MSP violation and citations numbers and monetary total, number of samples sent to the lab and lab results.
- Complete SFAL required reporting for the annual Legislative Boilerplate report and CDC grant reporting. Use the tracking data this position maintains throughout the year and provide a complete list of MDHHS inspections, Michigan State Police (MSP) inspections, MDHHS violation and citations numbers and monetary total, MSP violation and citations numbers and monetary total, number of samples sent to the lab and lab results.
- Review annual renewal and sales and transfer affidavits from the previous year, list of issues or challenges that occurred during the year, list of questions and challenges that businesses had. Review and consult with Legal Services as needed. Utilize Legal Services and AAG guidance or requests for change, administrative hearing outcomes and assess if changes are needed as a result. Develop overview and suggestions for improvements in the affidavits and support documents on the website with the SFAL team and manager. Update affidavits, website documents and prepare for renewal processes.
- Review and update internal procedures policy materials, operations manuals and supporting instructions for the SFAL program annually to address changes required by administration, legal guidance or legislation.
- Collaborate with local partners and health departments involved with Public Act 188. This includes maintaining existing partnerships, developing new local partnerships, providing resources and training, connecting to see how our process could improve, coordinating final inspections, supporting partners as requested.
- Meet regularly with SFAL staff to coordinate, update, and ensure all aspects of the SFAL are being followed and constituents' communication and needs are being addressed.
- Engage in annual quality improvement analysis of the effectiveness and efficiency of SFAL work including outcome data, feedback from staff, feedback from businesses, and to ensure compliance of Part 126 of Public Act 188. This process can begin at different times or more frequently due to legislative feedback or inquiries and Legal Services, AAG or administrative hearing outcomes, requests from administration.
- Design and develop new strategies and documents for data collection, processing and reporting in response to new technology, legislative inquiries and direction, administration direction, legal guidance, operational need, IT changes.
- Work with the Tobacco Health Communication staff to provide updated content, documents and information for the SFAL website and ensure accessibility. Review SFAL webpage bi-annually to assess accuracy, analyze list of community and business questions and complaints and identify clarity in language and content, increase content to support community understanding and draft an updated document with new content changes.

Duty 2

General Summary: **Percentage:** **25**

Compliance of the SFAL

Individual tasks related to the duty:

- Respond to constituent and partner calls and written complaints about the SFAL, violation complaints and other inquiries.
- Conduct site visits to ensure exemption requirements are being met by entities that have received or are in the process of receiving an Exemption.
- Receive and review constituent complaints regarding violations of the Michigan Indoor Smoke Free Air Law (SFAL). Discuss with the constituent the process for addressing complaints and if the complaint is not in the jurisdiction of the SFAL and refer them to the appropriate agency or share other options for remedy.
- Review statute, case files related to the complaint if applicable and write a letter to the business in violation of the SFAL. Send the letter and document the compliant and response on appropriate spreadsheet and in complaint file or create a new file. Follow up
- Complete timely inspections in response to complaints, regular inspections of exempt establishments, and any other inspections assigned related to the SFAL. Document all details required on the tracking spreadsheet and in files.
- Issue reports and citations as applicable, ensuring they are in compliance with statute and procedure. Follow distribution and documentation process in file and tracking sheets. Mail the citations following statutory requirements and procedure.
- Review administrative hearing files and draft notices of non-compliance, complaints, and settlement agreements.
- Work closely with the Assistant Attorney General assigned to tobacco and MDHHS Legal Services. Prepare for appeal hearings with the Administrative Law Judge including file review, violation and citation review. Testify as requested in appeal hearings. Document hearing outcomes in file and tracking sheets.
- Maintain a database to track and monitor complaints and complaint resolutions

Duty 3

General Summary: **Percentage:** **10**

Contract Management

Individual tasks related to the duty:

- Manage the Michigan State Police (MSP) contract, spending and assignments. Discuss outcomes upon MSP inspections, write and document citations as applicable, document which establishments MSP inspects and their findings. Review invoices and assess what the outcomes are from these visits. Coordinate and collaborate with the financial specialist, MSP finance and contract staff throughout the year.
- Review tobacco and shisha sample lab reports and findings from MSP inspections. Assess lab outcomes as related to statute. Discuss with legal services as needed. Determine if citations are required based on lab outcomes and MSP inspection notes. Complete citation paperwork, create a file and document as well as issue citations via statutory guidelines to the business. Document in exempt file and spreadsheets.
- Communicate with the Tobacco Section's finance specialist about MSP spending, need for amendments, annual contract renewal. Complete and submit annual contract.
- Manage unmarked state car duties including but not limited to, mileage tracking, maintenance with DTMB Motor Pool, communicating with contact from DTMB Motor Pool, coordination with Tobacco Section finance staff and keeping car in a state approved parking location. Coordinate with Tobacco Section staff who need to use the car on non-inspection days.

Duty 4

General Summary: **Percentage:** **5**

Other duties as assigned.

Individual tasks related to the duty:

Participate in a variety of assigned activities and duties to promote the goals and objectives of the SFAL and tobacco control program including but not limited to the following.

- Complete weekly reports.
- Complete reporting required for grants and the legislature.
- Complete required trainings.
- Participate in Tobacco Section and Division meetings.
- Complete assignments.

Participate in Section work, activities and collaborate with staff.

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

1. Professional judgment regarding the affidavit review process meeting requirements with Part 126 of Public Act 188.
2. Professional judgement answering inquiries and interacting with the public.
3. Professional judgment working with partners.
4. Professional judgment on contract management.
5. Professional judgment on documentation.
6. Professional judgment on inspections.

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

1. Decisions or actions that may have implications for the Department, Tobacco Section and the Office of the Attorney General should be evaluated at a higher level.
2. Procedures, policies, guidance documents review with SFAL staff and supervisor.
3. Website changes review with Tobacco Section and MDHHS Communications.
4. Annual CDC and Boilerplate reporting.
5. Share changes and innovative ideas.Innovation is encouraged and discussion before innovation helps with awareness of processes.
6. Hearing preparation and testimony discussed with SFAL team and AAG.
7. This position will make decisions about complex situations and clear guidance is not always available.It is best to discuss these complex cases with the SFAL team or supervisor.

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.

This position will include in office and possibly hybrid program time. There will be some time weekly with instate travel for inspections and meetings with partners. No significant physical activities are required in this position other than desk work and significant computer-related activity. Occasional out-of-state travel may occur.

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):

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

This position is responsible for programmatic activities that are statutorily required by the Michigan Smoke Free Air Law (SFAL). These include managing the affidavit process for exemptions annually, reviewing renewal affidavits, communicating with partners and Michigan residents and updating procedures. Responding to FOIA, legislative and administration inquiries and completing required annual reporting. Providing quality improvement assessment and making necessary changes annually. State and local partnership building and collaborating with localities and state departments. Responding to Michigan residents' complaints about SFAL and providing inspections across the state. This position requires greater in-office time for program, administrative, correspondence and documentation tasks than travel for inspections.

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

This position description is being updated to reflect the growth in responsibility for the programmatic duties for the large exemption process, growth in reporting and quality improvement, partnership building, collaborative work with state departments and localities, contract management and website content oversight.

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

The Tobacco Section is responsible for tobacco prevention and control activities in Michigan. The Tobacco Section is statutorily responsible for enforcing Part 126 of the Public Act 188, Michigan's Smoke Free Air Law. As part of this position is responsible for ensuring required programmatic statewide compliance Public Act 188, Michigan's Smoke Free Air Law. The Smoke Fee Air Law is a public health law aimed at reducing the negative health impacts of secondhand smoke.

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.

Preferred degrees or schooling related to public policy, law, regulatory and public health.

EXPERIENCE:

Departmental Analyst 9
No specific type or amount is required.

Departmental Analyst 10
One year of professional experience.

Departmental Analyst P11
Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12
Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

- Ability and experience managing a fast-paced work environment that can shift with urgent assignments.
- Ability and experience in high levels of organizing and tracking workload and program details.
- The ability to pay attention to detail, support exemption process and be able to pivot to address urgent assignments or inspection needs.
- Ability to track as well as complete the previous work following the urgent assignment.
- The ability to communication and document clearly and with detail.
- Ability to establish procedures, policies or guidelines related to program objectives.
- Ability and experience in high levels of organization and writing skills for tasks including applications, writing citations, detailed record keeping including the use of Excel and updating internal procedures and policies.
- Ability to interpret laws, rules, regulations and explain them clearly in plain English to the public.
- Ability to design forms, high level Excel experience and skills and competence in Microsoft projects.
- experience and skills tracking projects and meeting deadlines.
- Ability and experience in highly accurate and detailed documentation.
- Ability and experience with following guidelines, high attention to detail and directives and takes initiative.
- Ability and experience in critical thinking, to consider the big picture and detail, evaluate multifaceted and complex factors and determine the best or necessary answer.
- Ability and experience evaluating and considering precedence, organizational and legal direction.
- Ability to communicate clearly, with respect, with people whose first language is not English, with community members and professionals.
- Ability and experience listening to understand, responding with empathy and clarity, and adjusting responses for the individual and situation you are communicating with.
- Ability to remain calm and respectful when the other party may be upset.
- Experience and skills in de-escalation.
- Ability to develop professional and community-based partnerships with diverse people.
- Ability and experience in writing high level technical and correspondence writing. Excellent skills in editing skills and grammar.
- Prefer knowledge of and experience with administrative law and hearings.
- The ability to both travel for inspections and in-office time for administrative, correspondence and documentation tasks.
- Knowledge and skills in the basic principles and practices of research and analysis. For example: research pertaining to bills, statute, appeals request, hearing findings, etc.
- Knowledge of conducting inspections and interacting with the public; providing public education and support while ensuring compliance.
- Prefer the ability and experience working with the attorneys, Assistant Attorney General (AAG) and MDHHS Legal Services, prepare for administrative hearings and testifying in administrative hearings.

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:

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.

CANDACE EWING	10/5/2026
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**