

**State of Michigan
Civil Service Commission**

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

Position Code

1. SSDIVADMA73N

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description SOCIAL SERVICES DIVISION ADMIN	10. Division
5. Working Title (What the agency calls the position) Social Services Division Administrator 17	11. Section
6. Name and Position Code Description of Direct Supervisor JEAN-BAPTISTE, EMERSOND; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor FRISCH, ERIN; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work IONIA/MONTCALM COUNTY / M-F 8-5

14. General Summary of Function/Purpose of Position

This County Director serves as the chief administrator of Ionia/Montcalm County Department of Health and Human Services. As Director, the position is responsible for the implementation and efficient operation of an array of financial assistance and social service programs, as established within the department under federal, state, and county authority.

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: 25

Directs, manages, and administers department programs and initiatives, office operations, and personnel activities.

Individual tasks related to the duty:

- Direct the development and achievement of goals and objectives for the local office.
- Direct the planning and the actions necessary to meet program objectives.
- Establish and implement policies and procedures to carry out programs and initiatives.
- Oversee the ongoing effectiveness of the local office service delivery systems.
- Direct the development, implementation, and evaluation of supplementary local office procedures and services.
- Develop budget plans and recommendations.
- Directs coordination as required and/or needed between and among work units.
- Direct and oversee subordinate managers, supervisors, and staff.
- Establish local office priorities.
- Direct the establishment and implementation of internal controls and corrective action plans.

Duty 2

General Summary:

Percentage: 15

Controls and evaluates performance and outcomes directly and through delegation, to ensure the efficiency and effectiveness of all local office operations and activities.

Individual tasks related to the duty:

- Monitor local office performance reports.
- Develop, collect, and analyze data.
- Maintain records, prepare reports and correspondence, and assure timeliness.
- Monitor and evaluate internal controls and corrective action plans.
- Monitor local office goals and objectives (i.e. Performance Agreements, etc...)
- Evaluate and control fiscal operations.
- Oversee and implement a performance evaluation process for local office staff.

Duty 3

General Summary:

Percentage: 25

Collaborate directly and through delegation with community and state entities and other governmental units.

Individual tasks related to the duty:

- Advocate for health and human services' system reform.
- Serve on boards and committees.
- Negotiate and mediate with internal and external organizations.
- Appoint staff to serve on boards and committees.
- Solicits community support for collaborative efforts.
- Allocate resources for collaborative efforts to maximize benefits to our customers.
- Participate in the development, coordination, and implementation of Emergency Preparedness.

Duty 4

General Summary:

Percentage: 20

Manage, advocate, and properly account for all resources, including personnel, facilities, and budget allocations.

Individual tasks related to the duty:

- Hire, supervise, train, evaluate, and discipline immediate subordinates. Oversee and direct these activities for all other local office positions.
- Direct, monitor, and control all allocated funds and expenditures (i.e., travel, training, performance agreement, childcare fund, CSS\$M, contractual services, etc...)
- Direct the evaluation, selection, delivery, and monitoring of contractual services.
- Monitor and control employee time and attendance.
- Establish and administer local office recognition activities.
- Direct, evaluate, and respond to internal/external audits.
- Ensure adherence to confidentiality guidelines.
- Direct the establishment, evaluation, and implementation of health and safety standards/programs.
- Conduct local labor management meetings.
- Develop, maintain, and utilize philanthropic and volunteer resources.
- Ensure appropriate operation of the physical plant facilities.
- Administer and ensure compliance with all collective bargaining agreements.

Duty 5

General Summary:

Percentage: 10

Assure effective communication with and through the media, state and local offices, legislators, staff, and the public to encourage and enhance positive public relations.

Individual tasks related to the duty:

- Communicate the department's perspective to the community.
- Advocate for the local office.
- Seek staff, customers, and community opinions relative to service delivery.
- Assure the dissemination of information to the appropriate populations.
- Provide information to the public.
- Communicate with clients and customers.
- Conduct public and legislative forums with community leaders and legislators.
- Ensure a response to client/customers, staff, community, and legislative inquiries.

Duty 6

General Summary:

Percentage: 5

Interacts with and carries out duties relating to the local Social Services Board(s) as defined by P.A. 289, as amended.

Individual tasks related to the duty:

- Serve as secretary to the Board.
- Participate in all scheduled meetings.
- Assure compliance with open meetings acts.
- Facilitate and report on local initiatives for the Board.
- Develop policy for local programs.
- Oversee inventory of county equipment for the Board.
- Prepare and present financial reports to the Board.
- Develop an annual county budget for the Social Services Board.
- Assist the Social Services Board in contractual services activities (i.e., Volunteer Services, Guardianship, Emergency Services, etc...)

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

Independently makes decisions related to:

The County DHHS role in the planning and implementation of collaborative efforts. Methods of communication and implementation of policies and procedures at the local level. Management of funds designated to the county within mandated guidelines. Determination of most effective program services delivery system, i.e., adjustment of staff assignments. Seek and obtain resources from other health and human services agencies for collaborative purposes. Expenditures for administrative funds and emergency services funds within approved guidelines.

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

Region approval is required for such things as:

Adjustments to the office staffing allocation. Authorization of Out-of-State travel. Authorization of overtime. Foster Care rates over \$50.00. Staffing or CSS&M requests. Issues with Region or Statewide impact. Organizational structure changes/modifications. Issues related to emergency evacuation or closure.

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.

Responsibilities typically involve sitting, standing, and bending.

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>
VACANT	ASSISTANCE PAYMENTS SUPV-1	VACANT	ASSISTANCE PAYMENTS SUPV-1
VACANT	ASSISTANCE PAYMENTS SUPV-1	VACANT	DEPARTMENTAL ANALYST-A
	DEPARTMENTAL ANALYST-A 12		EXECUTIVE SECRETARY-E E10
VACANT	FAMILY INDEPENDENCE MANAGER-1		FAMILY INDEPENDENCE MANAGER-1 12
	FAMILY INDEPENDENCE MANAGER-1 12	VACANT	FAMILY INDEPENDENCE MGR-2
	FAMILY INDEPENDENCE MGR-2 13		SERVICES PROGRAM MGR-4 15
	SERVICES PROGRAM MGR-4 15		
Additional Subordinates			

20. This position's responsibilities 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.

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 County Director serves as the chief administrator of the county Department of Health and Human Services. As Director, the position is responsible for the implementation and efficient operation of an array of financial assistance and social service programs, as established within the department under federal, state, and county authority.

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

Updating to get PD on file for recruitment purposes.

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

The local office is responsible for the local implementation of all departmental programs. This position oversees and directs all of the activities that are performed by the local office.

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:

Social Services Division Administrator 17
Two years of professional experience equivalent to an Equitable Classification Plan (ECP) Group Three manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed 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:

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.

none

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

Appointing Authority

7/29/2026

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