

## 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> MDHHS-COM HEALTH CENTRAL OFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Policy and Strategic Engagement
<b>4. Civil Service Position Code Description</b> STATE ADMINISTRATIVE MANAGER-1	<b>10. Division</b> Program Policy Division
<b>5. Working Title (What the agency calls the position)</b> Section Manager	<b>11. Section</b> Special Coverages Section
<b>6. Name and Position Code Description of Direct Supervisor</b> WISE, TYLER M; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> VANDERSTELT, MEGHAN S; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 400 South Pine , Lansing / M-F 8-5
<b>14. General Summary of Function/Purpose of Position</b> Plan, organize, direct, and manage the overall section activities in related analysis, development, and promulgation of a broad and complex array of Medicaid policies for fee for service providers. This section is responsible for establishing broad access to a diverse provider network, ensuring the seamless delivery of services across the entire Behavioral Health and Long-Term Care (LTC) continuum. In addition, the position oversees special coverages and assignments as delegated by Department leadership based upon organizational priorities.	

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**

Current and long term planning and oversight of the section.

**Individual tasks related to the duty:**

- Coordination of section work to assure compliance with federal and state requirements and implementation of legislative and Executive Office directives.
- Planning, convening, chairing/attending meetings with department staff, legislators and staff, providers, lobbyists and federal agency staff.
- Promoting interagency and interdepartmental efforts to develop and improve programs, obtaining input for program direction, resolving conflict and assuring section responsibilities are addressed.
- Participate in the continued updates and testing of the CHAMPS Benefits Administration, Claims and Encounters, General Services/Document Management, Conversion, and other subsystems impacting section responsibilities.

**Duty 2**

**General Summary:**

**Percentage: 25**

Development, research, and analysis of complex program concepts/policies to assure compliance with federal and state legal requirements.

**Individual tasks related to the duty:**

- Plan, organize and direct activities of staff in the development of program policies and procedures, collection, and analysis of program data to understand utilization and quality.
- Oversee development of required bulletins and manual content to ensure effective program operation and compliance with state and federal regulations.
- Direct and support staff activities related to technical assistance for beneficiaries, providers and other stakeholders.
- Implement directives from the legislature and Governor's Office.
- Obtain input for program direction, resolve conflicts, and assure that section responsibilities are addressed.

**Duty 3**

**General Summary:**

**Percentage: 25**

Staff management and supervision.

**Individual tasks related to the duty:**

- Select and assign staff to ensure effective actions to meet policy/program needs.
- Establish priorities and methods of operation for the section through staff meetings, conferences, documentation, periodic meetings with Management Team and supervisor, and written documentation.
- Evaluate and verify employee performance and complete required performance reviews.
- Identify staff development and training needs and ensure that training is obtained.
- Research, design, develop, and implement new Medicaid initiatives to meet State goals.

**Duty 4**

**General Summary:**

**Percentage: 10**

Other duties as assigned and in alignment with Department goals and priorities

**Individual tasks related to the duty:**

- Work assigned by management to advance the mission of the Medicaid program in Michigan.
- Serve as project manager, chair special task forces or ongoing committees composed of MSA and/or MDHHS staff, staff from other state departments, providers and administrators, representatives from professional associations, and legislative staff.
- Analyzes impact of proposed State and federal legislation and advises MDHHS management of pending legislation that may be of interest to the Medicaid Program.
- Conducts special projects and studies as requested by management.

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

Determine options available, when to initiate discussions with industry representatives, federal or state agency or legislative staff and determine when to advise the division director of issues or problems.

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

Decisions related to conflicting priorities, politically sensitive issues or those know to possess capacity to adversely affect the program, agency, staff, providers, or beneficiaries, or legislative intent is unclear or conflicts with executive direction.

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.

Tasks are normally performed in an office setting. Position requires extensive use of a personal computer, attendance at lengthy meetings, and compliance with tight timeframes. Local and distance travel to meetings/conferences may be required.

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>
KHALED, AIMEE E	DEPARTMENTAL SPECIALIST-2 13	FRANKMAN, EMILY	DEPARTMENTAL 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?

The essential duties are to direct the activities of the section responsible for policy development, promulgation, publishing, and maintenance of policy areas. This section oversees policy related to nursing facility coverages, Home Health, Hospice, Private Duty Nursing, Ventilator Dependent Care Units, Nurse Aide Training and Testing, Recuperative Care, Behavioral Health (mild-to-moderate), Healthy Michigan Plan, and Level of Determinations. Additionally, the position will take on special assignments and duties as required, in alignment with Department goals and priorities.

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

Previously the position oversaw policy development, promulgation, publishing, and maintenance by Policy Support staff. The position also was responsible for policy related to hospital coverages, EPSDT, coordination of benefits, Ambulatory Surgical Centers, Diabetes Prevention Program, Emergency Services Only, and Urgent Care Centers. It now oversees nursing facility coverages, Home Health, Hospice, Private Duty Nursing, Ventilator Dependent Care Units, Nurse Aide Training and Testing, Recuperative Care, Behavioral Health (mild-to-moderate), Healthy Michigan Plan, and Level of Determinations. Additionally, the position will take on special assignments and duties as required, in alignment with Department goals and priorities. These changes are necessary to remove Policy Support staff and function that moved from this SAM-15 and over to STDDADM1V54N within the Policy Integration and Evaluation Division. Also includes a broader coverage of BH and LTC continuum of policy areas. This position has been vacant since June 2025 and is necessary for policy oversight and compliance in LTC and BH space. Overall tasks/function remain the same. One task was added to duty 4 "Other Duties as assigned and in alignment with Department goals and priorities." This was added in case there was a need to shift special projects into this space.

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

The Medicaid Policy Division covers the full range of substantive issues that fall under the Medicaid agency. The policy function is driven by state program objectives but must be cognizant of federal requirements that establish the parameters for state program flexibility. The Division provides leadership for the program in coordinating the very significant interaction needed with the provider business community, professional organizations, and consumer/advocacy organizations. The Special Coverages Section maintains responsibility for policy activities and leadership for a multitude of services that are covered by the Medicaid Program. This position addresses key issues for special coverages, including long-term care, behavioral health, and other special assignments through policy activities, projects, and communications.

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:

