

**State of Michigan
Civil Service Commission**

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

Position Code

1. STDDADM1P09N

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) BUREAU OF POLICY & PLANNING
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division PPOS HEALTHCARE WORKFOCE DIVISION
5. Working Title (What the agency calls the position) Nursing Workforce Manager	11. Section Office of Nursing Programs
6. Name and Position Code Description of Direct Supervisor MYERS, AMBER; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor SASY, NINAH M; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work LANSING, MI 48933 / Monday-Friday, 8am to 5pm

14. General Summary of Function/Purpose of Position

The Nursing Programs Manager manages the office's staff and overall operations. This position plans, organize, direct and control the work activities of the Office of Nursing Programs. This position provides oversight of the Office of Nursing Programs functions and activities for the department. The Nursing Programs Manager supports existing efforts related to education, licensure, training, and workforce development of Michigan nurses and develop additional programs, as applicable, that promote safe patient care in all nursing practice environments, advancing the practice of the nursing profession through health equity principles, and assuring a continuous supply of highly qualified direct care nurses, nursing faculty and nursing education programs.

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

Plans, Organizes, and Directs the work of the Office of Nursing Programs.

Individual tasks related to the duty:

- Formulates current and long-range programs, plans and policies to address workforce shortages, support social determinants of health, and improve diversity within the profession.
- Coordinates work by scheduling assignments and directing work to be completed by subordinates or through contractual relationships.
- Develops budget recommendations for personnel, materials and contracts.
- Directs the creation of policies and procedures within the Office of Nursing Programs.
- Conducts staff meetings and conferences with assistants to discuss operating issues, organization, budgetary matters, personnel matters, technical problems and the status of programs and projects.
- Evaluate employee performance through the review of completed work assignments and techniques.

Duty 2

General Summary:

Percentage: 35

Serve as a resource for nursing policy and programs internally and externally to the Department.

Individual tasks related to the duty:

- Meet regularly and maintain relationships with the Michigan Board of Nursing and the Bureau of Health Professions to identify key issues and provide input.
- Engage stakeholders representing a broad spectrum of health professionals to continue dialog and advance key nursing issues.
- Serve on advisory boards/councils as appropriate to represent the Department in nursing related issues.
- Provide areas with the Department and throughout state government with access to nursing expertise when necessary
- Confer with officials of federal, state and local agencies, Legislators, and professional organizations with interest in nursing.
- Analyze the impact of federal and state legislation and program policies on the practice of nursing and the education of new nurses.

Duty 3

General Summary:

Percentage: 20

Manage contractual relationships for projects assigned to the Office of Nursing Programs.

Individual tasks related to the duty:

- Develop budgets, work plans and reporting requirements for contractors
- Ensure that all Departmental policies and procedures are executed in all contractual relationships within the Office of Nursing Programs.
- Maintain records, prepare reports and conduct correspondence relative to the contractual work

Duty 4

General Summary:

Percentage: 5

Perform other duties associated with the Office of Nursing Programs.

Individual tasks related to the duty:

- Participate in Division-level meetings
- Prepare and deliver status updates to Division and Administrative management.

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

The following decisions may be made independently as the affect is limited to the Office of Nursing Workforce Planning:

- Prioritization and assignment of work to staff within the Office of Nursing Programs
- Identification of stakeholders to be included in projects or meetings
- Human resource functions for the Office of Nursing Workforce Planning
- The appropriate method for accomplishing assigned work

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

The following decisions require the supervisor's review:

- Decisions with significant impact on the Department as a whole
- Decisions that would require the Department Director's approval
- Decisions that commit the Department to significant changes in current policy or resource utilization.
- Issues with potential political implications

Issues affecting more than one internal or external stakeholder that requires negotiation with management

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.

Minimal physical effort is required to perform the job. The environment is consistent with that of a normal office environment.

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

Departmental Specialist (to be established) and activating DEPTALTEL88Y

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?

Management Prepared.

23. What are the essential functions of this position?

- Direct the work of the Office of Nursing Workforce Planning
- Provide input on nursing policy and program development
- Maintains strong relationships with internal and external stakeholders
- Manages multiple projects that are assigned to the Office of Nursing Workforce Planning

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

Activating the position to be utilized in the PPOS HEALTHCARE WORKFOCE DIVISION under Amber Myers

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

Office of Nursing Workforce Planning, works within the Policy and Planning Office, to support nursing efforts in Michigan. The SAM 15 of the Office of Nursing Programs supports existing efforts related to education, licensure, training and workforce development of Michigan nurses and develop additional programs, as applicable, that promote safe patient care in all nursing practice environments, advancing the practice of the nursing profession through health equity principles, and assuring a continuous supply of highly qualified direct care nurses, nursing faculty and nursing education programs.

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.

Nursing major is preferred. Master's degree in Nursing is desirable.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Knowledge of the scope of nursing practice, e.g. clinical practice, education, and research.

Knowledge of state and federal laws, the legislative process, and government organization and structure.

Knowledge of the basic principles of management including organization, planning, staffing, training, budgeting and reporting.

Ability to interpret and apply complex rules and regulations.

Ability to organize, evaluate and present information effectively.

Ability to communicate effectively with others verbally and in writing.

Ability to establish and maintain effective relationships with internal and external stakeholders.

Ability to analyze and evaluate a variety of data.

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:

Licensed as a Registered Nurse by the State of Michigan, preferred.

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.

SHANIKA DENNIS

12/3/2025

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