

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. STDDADM1

## 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 Actuarial Services
<b>4. Civil Service Position Code Description</b> State Administrative Manager-1	<b>10. Division</b> Financing, Analytics, and Data Governance Division
<b>5. Working Title (What the agency calls the position)</b> Section Manager, Data Quality & Governance Section	<b>11. Section</b> Data Quality & Governance
<b>6. Name and Position Code Description of Direct Supervisor</b> SCHNEIDER, MATTHEW; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b> 
<b>7. Name and Position Code Description of Second Level Supervisor</b> WHITE, KEITH E; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 400 S. Pine – 7th floor, Lansing / 8 a.m. – 5 p.m.    Monday – Friday

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

This position manages staff and functions of the Data Quality & Governance Section. Specific functions include: 1) management and oversight of internal/external monthly reporting and data requests, including Transformed Medicaid Statistical Information System monthly extracts; 2) management and oversight of the Bureau of Medicaid Actuarial Services' efforts regarding data governance; 3) management and oversight of the Bureau's efforts regarding the School Services Program, In Lieu of Services, Community Reinvestment, and the Insurance Provider Assessment; and 4) management of the Bureau's work on Freedom of Information Act requests and required boilerplate reporting.

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**

Manage and directly oversee Actuarial Bureau reporting requirements, including the development and submission of monthly T-MSIS reports and internal/external data requests received by the Bureau.

**Individual tasks related to the duty:**

- Manage and directly oversee the bureau's T-MSIS process, including providing input on improvements in data quality and submission process with external partners as well as taking part in discussions with federal partners and contractors.
- Identify issues in the T-MSIS process that need to be escalated to upper management and leadership to ensure accurate representation of the underlying data and ensure that resulting recommendations are conveyed to staff resources and external partners.
- Manage and directly oversee the processing of data requests from external requestors as well as internal requestors and/or contracted partners to ensure that limited but sufficient data is available for such requests, including assisting requestors to complete and submit any required data agreements and identify necessary data fields for the requests.

**Duty 2**

**General Summary:**

**Percentage: 20**

Manage and directly oversee the development and implementation of the data governance strategies for the Bureau.

**Individual tasks related to the duty:**

- Manage and directly oversee our Bureau's data governance efforts, including discussions regarding the improvement of data quality and reports developed from the data available.
- Help coordinate Department-wide efforts within the Bureau related to data governance, data quality, and related topics.
- Take part in Department-wide meetings and workgroups related to data governance and data quality to help ensure that the Bureau is maintaining the standards and policies set within those meetings and workgroups.
- Serve in Department-wide meetings and workgroups on data governance and data quality to help convey the views of the Bureau and Administration in such discussions.

**Duty 3**

**General Summary:**

**Percentage: 20**

Manage the functions of the Bureau in relation to School Services Program (SSP), In Lieu of Services (ILOS), and Community Reinvestment (CR), and the Insurance Provider Assessment (IPA).

**Individual tasks related to the duty:**

- Manage the routine or daily activities related to SSP, particularly policy and interactions with the State Department of Education.
- Responsible for bringing SSP issues that require escalation to administration leadership for any required input.
- Ensure that any leadership input on SSP is conveyed to staff resources, as necessary.
- Manage routine or daily activities related to ILOS, particularly those topics related to data and finance.
- Responsible for bringing data and finance-related ILOS and CR issues that require escalation to administration leadership for any required input.
- Ensure that any leadership input on data and finance-related ILOS and CR issues is conveyed to staff resources, as necessary.
- Manage activities related to identifying any potential changes to ILOS and CR in both physical and behavioral health areas and help to ensure that any required reporting and financial mechanisms required because of those changes are completed.
- Manage the calculations connected to the IPA and ensure that the results are accurate and comply with federal and state requirements.
- Ensure that IPA information is submitted to the proper federal and state partners in a timely manner as required.

**Duty 4**

**General Summary:**

**Percentage: 20**

Manage staff and functions of section.

**Individual tasks related to the duty:**

- Establish and priorities functions of section.
- Ensure that necessary training opportunities are available to employees.
- Provide guidance and leadership to employees on assigned projects.
- Perform hiring and other required human resource functions.
- Ensure compliance with equal opportunity, harassment and other such requirements.

**Duty 5****General Summary:****Percentage: 10**

Manage the Bureau's FOIA obligations and boilerplate reporting and ensure that these requirements are completed in a timely manner by the appropriate areas.

**Individual tasks related to the duty:**

- Organize the Bureau's efforts in completing FOIA requests and required boilerplate reporting.
- Identify subject matter experts, both within the Bureau and in other areas, that would best be able to complete requests and reports and correspond with the administration's FOIA coordinator regarding that identification.
- Monitor the deadlines and completion of FOIA requests and boilerplate reporting for the Bureau.

**Duty 6****General Summary:****Percentage: 5**

Other duties as assigned

**Individual tasks related to the duty:**

- Work on special projects.
- Participate in committees and workgroups.
- Present to outside agencies upon request.
- Address specific problems that arise and provide assistance to other agencies.
- Other duties as needed.

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

- Identifying priorities regarding monthly reporting and data governance
- The operationalization of topics such as data governance and school-based services within the setting of the Bureau
- Whether and when to discuss operational issues with CMS
- Assignment of projects to individual staff

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

- Prioritization of work
- Content to be shared when sensitive issues are raised by outside parties
- Agency position in decisions that have political implications
- Agreements with associations, stakeholders and other outside groups

**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.**

General 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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	DEPARTMENTAL ANALYST-E P11		DEPARTMENTAL SPECIALIST-3 14

**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

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

Essential duties of this position include 1) management and oversight of internal/external monthly reporting and data requests, including Transformed Medicaid Statistical Information System monthly extracts; 2) management and oversight of the Bureau of Medicaid Actuarial Services' efforts regarding data governance; 3) management and oversight of the Bureau's efforts regarding the School Services Program, In Lieu of Services, Community Reinvestment, and the Insurance Provider Assessment; 4) management of the Bureau's work on Freedom of Information Act requests and required boilerplate reporting; and 5) the human resources functions related to managing a staff of subject matter experts in these areas.

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

new establishment

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

The Financing, Analytics & Data Governance Division supports the mission of the administration by providing data analysis, financial policy, and additional support in several areas of the overall business of Medicaid, including the calculations and analysis related to several provider taxes. This division provides analysis for those making decisions on budget and policy initiatives, and also works to provide data to external entities including the federal government and outside researchers. This position is focused on reporting and the governance of data, ensuring that external data requests are completed in a timely manner, and working through issues involving the School Services Program, In Lieu of Services, Community Reinvestment, and the Insurance Provider Assessment.

**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:**

**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:**

Strong communication skills, including both written and verbal.

Knowledge of health care financing/budgeting and federal regulations.

Strong quantitative skills.

Ability to extract important information about complex issues from a variety of sources.

Ability to present complex issues in a form that is sufficiently simple for non-experts to understand.

Ability to use discretion when providing information to stakeholders and other interested parties.

Use of standard software packages including Microsoft Word, Excel and Powerpoint.

Additionally, 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. Developing and maintaining an organized office system and environment.

**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.***

WHITNEY HENGESBACH

2/2/2026

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