

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. STDIVADMB58N

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) Laboratories
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Infectious Disease
5. Working Title (What the agency calls the position) Division Administrator of Infectious Disease	11. Section
6. Name and Position Code Description of Direct Supervisor SOEHNLEN, MARTY; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor LYON-CALLO, SARAH; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 3350 N. Martin Luther King Jr. Blvd, Lansing MI / Monday - Friday, 8am-5pm

14. General Summary of Function/Purpose of Position

The individual in this position serves as the administrative head of the Infectious Disease Division. The incumbent plans, organizes, sets priorities and goals, directs and controls the work activities of the Division. Under executive direction, the employee develops and implements new approaches to departmental administration. The individual in this position, in conjunction with divisional management staff, reviews and evaluates the work of program personnel to ensure conformance with guidelines methods, techniques, policies and laws. This person directs , supervises and oversees performance of personnel, provides guidance and solves problems, both scientific and administrative. This is a complex Division of broad scope involving virological, bacteriological, immunological and molecular biological support operations.

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: 45

Acts as the administrative head of the Infectious Disease Division and is responsible for the overall direction of the multi disciplinary division programs which provide specific public health laboratory diagnostic services for virology, bacteriology, immunology and molecular epidemiology to the hospitals, physicians, local health departments and other laboratories within the State.

Individual tasks related to the duty:

Directs and supervises the activities of the Division through subordinate supervisors to assure proper functioning of the Division.

Reviews, plans, coordinates work of the Division to assure quality testing of specimens.

Plans and organizes budget, recommending capital outlay, equipment, personnel and materials.

Formulates current and long-range programs, plans, policies and procedures.

Provides oversight of the Federal Health Care Administration's technical supervisors for the Division reviewing technical changes and testing procedures for appropriate quality assurance.

Duty 2

General Summary:

Percentage: 20

Confers with officials of federal, state and local agencies, professional organizations, legislators and interest groups on matters relating to the Division programs.

Individual tasks related to the duty:

Acts as a consultant on statewide advisory committees on aforementioned Divisional diagnostic areas with regard to testing principles and methods.

Responds to communications and concerns from local health departments, hospitals, physicians, and legislative aides regarding testing.

Functions to review testing methods and quality control, quality assurance and proficiency testing in other laboratories and programs statewide.

Acts as a consultant to staff of other related areas, medical management groups, paramedical personnel and health care professionals throughout the state and serves on professional committees.

Analyzes the impact of federal, state and local legislation on the Division programs and prepares position statements and presents testimony at hearings.

Directs the revision of rules, regulations, and procedures to meet changes in law or policy.

Through Department, legislative and executive action, seeks and develops new funding sources to support existing programs to meet the increasing technological, diagnostic and service demands.

Duty 3

General Summary:

Percentage: 10

Directs and designs investigative work to develop improved and new testing methodologies.

Individual tasks related to the duty:

Interprets, evaluates and prepares scientific papers and reports to formulate and prioritize goals and objectives for the Division programs.

Presents current research topics at professional meetings such as the American Public Health Association and the American Society of Microbiology.

Designs and implements technological methods for evaluation to maintain state-of-the-art services critical to the continued advancement of the Division programs.

Examines and approves analytical findings for accuracy, validity and completeness.

Duty 4

General Summary:

Percentage: 15

Directs, supervises, and oversees the performance of personnel in the Division through the organizational framework of subordinate supervisors.

Individual tasks related to the duty:

Selects and assigns staff.

Assures equal employment in hiring and promotion.

Ensures that proper labor relations and conditions of employment are maintained.

Approves leave, performs service ratings, counsels employees and participates in the hiring, suspension, dismissal and grievance procedures.

Plans, develops and implements in-service training programs for staff development.

Defines work objectives and sets priorities of the Division.

Conducts staff meetings and conferences with assistants to allow dissemination of information on operating problems, personnel matters, technical problems and the status of programs and projects.

Duty 5

General Summary:

Percentage: 10

Plans and directs intra departmental and interdepartmental projects and policy development.

Individual tasks related to the duty:

Interact with other Bureaus within the Department.

Participate in development of grants with agencies outside the Department to provide essential public health testing services.

Provide expert consultation to local health departments on development of procedures to assist and complement the State administered programs.

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

Decisions regarding implementation of new testing methodology, performance standards for the Division laboratories, criteria to confirm the reliability of a test method, development of clinical trials for new testing methodologies. These decisions all affect the budget, efficiency, scope, and focus of the programs in the Division.

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

When considering taking on a new diagnostic testing program, complex involvement with agencies or media outside of the Department, unusual legislative requests.

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.

Physical Activities: standing, sitting, climbing, carrying, walking and using computer.

Conditions/Hazards: odors, fumes.

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>
BLANKENSHIP, HEATHER M	STATE ADMINISTRATIVE MANAGER-1 15	KUYA, JULIUS N	MICROBIOLOGIST SPECIALIST 2 13
MARGULIEUX, KATIE R	STATE ADMINISTRATIVE MANAGER-1 15	MAYSURA, NICOLE	EXECUTIVE SECRETARY-E E10
MCCULLOR, KIMBERLY A	STATE ADMINISTRATIVE MANAGER-1 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.

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?

The Chief of the Infectious Disease Division serves as the administrative chief of the laboratory which serves the entire state of Michigan. The Division tests specimens involved with all aspects of microbiological testing which include virology; bacteriology; immunology and molecular epidemiology diagnostics methods and techniques. The Division Administrator also serves as a consultant of medical and paramedical professionals throughout the State of Michigan. The Division Administrator directs the activities professional, technical and clerical employees through subordinate supervisors. The Division Administrator also selects and assigns staff, defines work objectives and establishes priorities for the Division, and acts as technical advisor for laboratories outside the State service. The Administrator directs investigative work to develop improved testing methodologies and institute new methods when it is determined that additional diseases or tests be added to the programs.

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

AA is submitting for inclusion into PARIS. Added required language in KSAs.

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

The Infectious Disease Division performs professional laboratory analysis of specimens covering the entire range of microbiological testing which include virology; bacteriology; immunology and molecular biology diagnostics methods and techniques. This position functions as the administrative head of the Infectious Disease Division.

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: Doctorate degree in the field of medicine, biology, microbiology, biochemistry or laboratory practice.

EXPERIENCE:

State Division Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Division Administrator 17

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years 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 in the Civil Service job specifications. In addition:

Extensive knowledge of laboratory procedures.

Extensive knowledge of microbiological analysis and biological evaluation and research methods, techniques and equipment.

Extensive knowledge of general laboratory operations, techniques and equipment.

Thorough knowledge of the principles, practices and problems of laboratory administration.

Ability to compile technical reports and conduct correspondence related to work.

Ability to effectively evaluate the results of experimental programs.

Ability to plan and direct research projects.

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.

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