

**State of Michigan
Civil Service Commission**

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

Position Code

1. STDIVADMH19N

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.) RINNAS, DONNA Z	8. Department/Agency MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number 209324	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Center for Forensic Psychiatry
5. Working Title (What the agency calls the position) Evaluation & Forensic Services Director	11. Section
6. Name and Position Code Description of Direct Supervisor VANDENBERGH, ANDREA L; SENIOR EXEC HOSPITAL DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WIEFERICH, JEFFERY; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 8303 Platt Road, Saline, MI 48176 / Monday-Friday, 8:00a.m. - 4:30p.m. or as required

14. General Summary of Function/Purpose of Position

This position serves as the overall director of Evaluation Services and Forensic Services at the Center for Forensic Psychiatry (CFP). This position is responsible for communicating with hospital and departmental leadership, including the Careflow Coordinator, regarding trends in service demand, and strategic changes to improve forensic processes within the CFP and across the state of Michigan hospitals. This position is responsible for establishing, auditing and implementing work processes to ensure timely and quality evaluations and forensic careflow processes. This position is responsible for planning, directing, and controlling the work activities of Forensic Services, the CFP Department responsible for overseeing all court orders for evaluations and treatment-related matters; and Evaluation Services, the program that ensures that court-ordered evaluations are conducted and completed as required by relevant statutes, case law, court orders and policies and procedures of the Department of Health and Human Services, and Circuit and District Courts for all 83 Michigan counties. This position is responsible for establishing and maintaining working relations and effective problem-solving with statewide colleagues and consumers, including the courts, attorneys, sheriff departments, and individuals. This position conducts outreach (e.g., with courts, attorneys, jails, other agencies) relative to continuous performance improvement and serves as a member of various committees throughout the Hospital as well as community-based committees relative to forensic careflow process, such as competency to stand trial evaluations, compliance with court-orders relative to forensic process, and mental health diversion issues.

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

Oversee Forensic Services and Evaluation Services to ensure optimal coordination and implementation of forensic processes and careflow.

Individual tasks related to the duty:

- Confers with officials of state and local relationships that impact forensic process.
- Serves as liaison to external customers and others with whom CFP regularly interacts pertaining to forensic process, including judges, attorneys, legislators, jail administrators, outside mental health personnel, and individual consumers.
- Serves as member of the Careflow Committee at the direction of the Hospital Director and collaborates with Careflow Coordinator and CFP's Chief Clinical Affairs.
- Provides training and serves on statewide committees as representative of forensic process issues.
- Serves on statewide committees relative to division and other forensic careflow processes.
- Receives and investigates consumer and court complaints regarding Forensic Process and report to Hospital Director.
- Maintains current knowledge of the mental health code and other laws and issues that impact forensic process
- Analyzes the impact of proposed state legislation and assists in preparation of position statements relative to forensic process and careflow.
- Maintains records, prepares reports, and composes correspondence relative to the work.
- Oversees the Departments within CFP responsible for the receipt, tracking, and completion of court-ordered evaluations and treatment.
- Directs the revision of procedures to meet changes in law or policy relative to forensic process.
- Establishes, implements and monitors forensic process policies and procedures involving monitoring and compliance with court-ordered forensic evaluations and treatment to ensure compliance with administrative rules, mental health code, hospital policies, and union contracts.
- Develops and implements new procedures to meet changes in law or policy.
- Completes performance appraisals, approves leave requests and time sheets, and takes corrective/disciplinary action as needed for subordinate staff.
- Provides supervision and consultation to subordinate staff as needed regarding policy and procedures, clinical and ethical dilemmas, competing priorities, and other issues.
- Selects and assign staff, ensuring equal employment opportunity in hiring and promotions.
- Ensures proper labor relation and conditions of employment are maintained.
- Maintains hospital privileges as forensic psychologist.
- Provides expert testimony when required, and represents the CFP at other hearings, as indicated.
- Serves as a member and/or chair of various hospital committees and work groups.

Duty 2

General Summary:

Percentage: 25

Responsible for the identification, tracking and monitoring of critical metrics relative to forensic process and careflow.

Individual tasks related to the duty:

- Identifies relevant variables to monitor to adequately track forensic process.
- Formulates current and long-range plans regarding forensic process and careflow based on analysis of service demands and trends.
- Maintains records, prepares reports, and composes correspondence relative to the work.

Duty 3

General Summary:

Percentage: 20

Responsible for the oversight of the work performed by other certified examining facilities under contract with MDHHS.

Individual tasks related to the duty:

- Maintain record of evaluation orders issued to other certified examining facilities.
- Maintain record of completion of evaluation orders completed by other certified examining facilities, including number and type of evaluations, compliance rate, and opinion trends.
- Review and vet invoices received by externally contracted certified facilities.

Duty 4

General Summary:

Percentage: 10

Performs any and all duties related to this classification as assigned by the Hospital Director.

Individual tasks related to the duty:

- Perform other duties as assigned.

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

- Resolving problems or concerns arising from Forensic Services and Evaluation Services' interface with other departments, agencies, and systems.
- Recommending relevant benchmarks and psychometrics related to forensic process.
- Assisting subordinate staff in determining how best to resolve clinical and ethical dilemmas, competing priorities and system inefficiencies.
- Assigning work to and assessing performance of subordinate staff, addressing deficiencies.
- Defendants, patients, the courts, and subordinate staff are affected most immediately by these decisions. Other departments and personnel within CFP are also affected.

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

- Identifying Hospital and departmental benchmarks relative to forensic process.
- Implementing processes, policies, and procedures that have a significant impact on other CFP/DHHS departments and operations.
- Recognizes that legislative or media communications must first be processed through Hospital Director and DHHS Leadership.
- Resolving issues arising from contradictory and irreconcilable policies, statutes, rules, etc.
- Decisions that go beyond the scope of knowledge for this position.

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.

This position does not require unusual physical effort. Most of the work is performed in an office setting with standard office equipment. This position also requires computer use; attending lengthy meetings; handling priorities and meeting deadlines; and interacting with a range of individuals and disciplines. Occasional travel to locations throughout Michigan.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
LOEBE, HALEY E	DEPARTMENTAL ANALYST-E P11	SANDERS, TAMMY S	DEPARTMENTAL ANALYST-E P11
MORRIS, SIMON L	DEPARTMENTAL SUPERVISOR-3 12	VACANT	EXECUTIVE SECRETARY-E
WITHERELL, JAY S	FORENSIC PSYCHOLOGIST MGR-4 15	WELLS, SARAH	STUDENT ASSISTANT-E A

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?

Management prepared.

23. What are the essential functions of this position?

This position serves as the overall director of Evaluation Services and Forensic Services at the Center for Forensic Psychiatry (CFP). This position is responsible for communicating with hospital and departmental leadership, including the Careflow Coordinator, regarding trends in service demand, and strategic changes to improve forensic processes within the CFP and across the state of Michigan hospitals. This position is responsible for establishing, auditing and implementing work processes to ensure timely and quality evaluations and forensic careflow processes. This position is responsible for planning, directing, and controlling the work activities of Forensic Services, the CFP Department responsible for overseeing all court orders for evaluations and treatment-related matters; and Evaluation Services, the program that ensures that court-ordered evaluations are conducted and completed as required by relevant statutes, case law, court orders and policies and procedures of the Department of Health and Human Services, and Circuit and District Courts for all 83 Michigan counties. This position is responsible for establishing and maintaining working relations and effective problem-solving with statewide colleagues and consumers, including the courts, attorneys, sheriff departments, and individuals. This position conducts outreach (e.g., with courts, attorneys, jails, other agencies) relative to continuous performance improvement and serves as a member of various committees throughout the Hospital as well as community-based committees relative to forensic careflow process, such as competency to stand trial evaluations, compliance with court-orders relative to forensic process, and mental health diversion issues.

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

There has been organizational restructuring within Evaluation & Forensic Services, the addition of oversight of external examining facilities, and a transition to data tracking systems and the percentage of time spent on each duty.

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

This position oversees both Evaluation Services and Forensic Services and serves as departmental representative on IST diversion issues and forensic careflow processes. Evaluation Services is the division of CFP responsible for conducting statutorily mandated, court-ordered evaluations of criminal defendants from throughout Michigan. Evaluation Services conducts thousands of court-ordered evaluations per year. Forensic Services is responsible for the accurate vetting and tracking of all forensic evaluation and treatment orders received for MDHHS and reliable oversight of CFP inpatients to ensure current and valid treatment orders, oversight of court hearings and admission and discharge processing.

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 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 on the Civil Service Job Specification. In addition:

- Knowledge of the principles and practices of clinical and forensic psychology
- Knowledge of the Michigan Mental Health Code, and other relevant statutes, case law, and CFP policies
- Knowledge of supervisory techniques and of employee policies and procedures.
- Knowledge of requisite professional and ethical conduct with a history commensurate with this knowledge
- Ability to maintain favorable public relations and implement effective problem-solving and conflict resolution.
- Ability to utilize data and relevant technology for data management, record keeping, effective communication, record keeping, performance audits, and decision-making
- The ability to plan, organize, direct and control the work activities of services relative to forensic process and careflow
- The ability to oversee data tracking and analytics relative to forensic process and careflow issues
- Ability to represent CFP and DHHS in a competent and professional manner
- The ability to plan, coordinate, organize, prioritize, and oversee activities of forensic services and evaluation services and effectively delegate
- The ability to establish, implement, and monitor Forensic Services and Evaluation Services processes to ensure compliance with relevant statutes, case law, court orders, policies and procedures and to ensure integration of departments relative to forensic process to enhance careflow
- The ability to direct, evaluate, instruct, motivate and supervise subordinate staff.
- The ability to communicate and work effectively and tactfully with others.
- The ability to identify and resolve administrative and programmatic problem

The MDHHS mission

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.

EMILY WILLIAMS

Appointing Authority

7/16/2026

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.

DONNA RINNAS

Employee

Date