

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)
4. Civil Service Position Code Description STATE OFFICE ADMINISTRATOR	10. Division Office of Race, Equity, Diversity, and Inclusion
5. Working Title (What the agency calls the position) State Office Administrator 17 – Race, Equity, Diversity, and Inclusion	11. Section
6. Name and Position Code Description of Direct Supervisor HERTEL, ELIZABETH A; SENIOR CHIEF DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HERTEL, ELIZABETH A; DIRECTOR	13. Work Location (City and Address)/Hours of Work TBD M-F 8-5pm
14. General Summary of Function/Purpose of Position	
<p>This position functions as the State Office Administrator responsible for providing direction and guidance to Race, Equity, Diversity, and Inclusion efforts for the Michigan Department of Health and Human Services (MDHHS). Represents MDHHS as the Equity Inclusion Officer for the State of Michigan. Provides direction to the Diversity, Equity, and Inclusion Council as the DEI co-lead. Sets the strategic direction for the three divisions (Equity Development Division (EDD), Office of Equity and Minority Health (OEMH), and Leadership Development Division LDD)) within REDI. The EDD is responsible for providing guidance and support for statewide training, technical assistance and data collection and analysis for internal and external partners. The Office of Equity and Minority Health which is responsible for developing policies, procedures, and standards, assessing trends and issues, and working in coordination with local, state and federal government agencies. The Leadership development division is responsible for statewide leadership training including child welfare programs with a Race Equity, Diversity and Inclusion lens, technical assistance, development, and consultation related leadership development and, race and equity for MDHHS leaders at all levels.</p>	

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: 30

Directs and manages Race, Equity, Diversity, and Inclusion related efforts department wide, including representing MDHHS as the Equity Inclusion Officer, acting as co-lead of the MDHHS Diversity, Equity Inclusion council.

Individual tasks related to the duty:

- Assist in the development and implementation of Equity Inclusion Officers SOM strategic plan
- Stay informed of Executive Directives that have equity impact and report non-compliance to the Director
- Represent MDHHS at all EIO related meetings/events
- Advise the Director on policy/program issues and program accomplishments.
- Assist the DEI council in the development and implementation of strategic goals within the 5 key indicators for success

Duty 2

General Summary:

Percentage: 30

As a member of the MDHHS Leadership Team, this position is responsible for assisting with the management and oversight of the strategic planning and operations relating to REDI efforts within MDHHS, including promoting such efforts departmentwide.

Individual tasks related to the duty:

- Review reports assess effectiveness of operations and determine need for improvement.
- Establish goals which assure that process improvements both initiated and completed.
- Facilitate regular discussions of potential process improvement opportunities and make recommendations.
- Lead, sponsor, facilitate, and participate in the change process to improve delivery and department services.
- Provide data driven recommendations to senior leaderships that addresses disparities within MDHHS

Duty 3

General Summary:

Percentage: 30

Directs, manages and provide guidance of the day-to-day operations supporting the Equity Development, Leadership Development and the Office of Equity and Minority Health divisions with REDI.

Individual tasks related to the duty:

- Provide leadership and support in the planning and implementation of REDI initiatives for the department.
- Oversee the establishment and implementation of policies and procedures to carry out expectations and initiatives.
- Direct and monitor the development and achievement of goals and objectives for REDI efforts departmentwide
- Supervise, train, and evaluate immediate subordinates.
- Develop performance standards, expectations, and complete evaluations on all direct reports.
- Direct the establishment and implementation of internal controls and corrective action plans, as needed.
- Develop, collect, and analyze data
- Maintain records, prepare reports and correspondence, and assure timeliness.

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.

Decisions relating to the DEI efforts departmentwide that are not politically sensitive in nature.

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

Decisions within the realm of daily responsibility and relating to DEI that may be politically sensitive in nature. This position has operational, budgetary, and decision-making authority for DHHS programs provided by REDI.

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.

Standard office environment. May required travel and some overnight stays.

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>
JEGEDE, BRENDA J	STATE ADMINISTRATIVE MANAGER-1 15	ROSSER, MARISOL	STATE ADMINISTRATIVE MANAGER-1 15
SURRATT, DANIEL	STATE ADMINISTRATIVE MANAGER-1 15		

Additional Subordinates

TRIPPLETT, LATASHA-Executive Secretary E10

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?

This position functions as the State Office Administrator responsible for providing oversight to all Diversity, Equity, and Inclusion (DEI) efforts for the Michigan Department of Health and Human Services (MDHHS). Provides guidance and oversight to the leadership development section responsible for statewide training, technical assistance, development, and consultation for MDHHS leaders at all levels. Provides guidance and oversight to the Office of Equity and Minority Health which is responsible for developing policies, procedures and standards, assessing trends and issues and working in coordination with local, state and federal government agencies (e.g., in the development of grant applications). Guides the efforts and development of programs, resources, and other related materials in conjunction with the MDHHS DEI Officer.

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

Updating PD with changes to boxes to 14 and 15 to reflect the added duties of Equity Inclusion Officer and DEI Council co-lead.

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

The position is essential to addressing racial disparities and injustice, which has been identified as a public health emergency and will work in conjunction with the MDHHS DEI Officer, Leadership Development, and the Office of Equity and Minority Health and will guide all DEI efforts.

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 Office Administrator 17

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

Alternate Education and Experience

State Office 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 supervisory 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.

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.

Whitney Hengesbach

01/24/2022

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