

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTE

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) Medicaid Care Management and Customer Service
4. Civil Service Position Code Description Departmental Analyst Trainee	10. Division Program Review Division
5. Working Title (What the agency calls the position) Compliance Data Analyst Trainee	11. Section
6. Name and Position Code Description of Direct Supervisor BACKER, GRETCHEN; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor RUTLEDGE, PENNY L; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 400 S. Pine St., Lansing, MI / M-F 8-5

14. General Summary of Function/Purpose of Position

In a learning capacity, this position is identified as the compliance data analyst for the Program Review Division (PRD). This position conducts research and analysis of prior authorization data and regulatory requirements related to health care prior authorization (PA) requirements for fee-for-service (FFS) Medicaid/Children's Special Health Care Services (CSHCS). This position identifies compliance issues and establishes recommendations for program policies and operational procedures/strategies in order to improve efficiency, effectiveness, and provision of technical knowledge regarding coverage inquiries. This position interprets data and prepares reports of analytical findings, statistical summaries and conducts correspondence related to PRD compliance with MDHHS policy, state, and federal regulations. This position may rely on consultation with management for issues of higher-than-normal complexity such as broad-ranging implications beyond PRD (claims implications or potential need for amendment to Health Services policy or State Plan). This position will participate as an alternate to ensure operational turnaround time is met.

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: 35

In a learning capacity, conducts research and statistical analysis of prior authorization data and regulatory requirements related to FFS Medicaid/Children's Special Health Care Services (CSHCS) prior authorization data. Uses CHAMPS, Cognos, Data Warehouse, Access, Excel, and/or other relevant software, determining the appropriate data source and report requirement for each statistical and/or regulatory analysis required.

Individual tasks related to the duty:

- Conducts statistical analysis utilizing scientifically rigorous processes and procedures related to reliability of data and generalizability of methods and results
- Collaborates in the development of evaluation questions and queries for statistical analysis of Medicaid/CSHCS authorization data from CHAMPS, Cognos and the Data Warehouse to meet regulatory and operational requirements.
- Builds databases using ACCESS or Excel to house health-related data in preparation for analysis as needed.
- Assesses raw data for validity, cleans, and prepares data prior to conducting appropriate statistical analysis
- Seek consultation from management as needed, for issues of higher than normal complexity, such as broad-ranging implications beyond PRD (claims implications or potential need for amendment to Health Services policy or State Plan).

Duty 2

General Summary:

Percentage: 30

In a learning capacity, utilizes statistical analyses and compliance findings to establish recommendations for program policies, operational procedures, and strategies to achieve greater efficiency and effectiveness.

Individual tasks related to the duty:

- Evaluates statistical and compliance findings, organizational, and operational needs and recommends solutions.
- Develops and recommends alternative strategies to address and resolve prior authorization related issues.
- Seek consultation from management as needed, for issues of higher than normal complexity such as broad-ranging implications beyond PRD (claims implications or potential need for amendment to Health Services policy or State Plan).

Duty 3

General Summary:

Percentage: 25

In a learning capacity, interprets data and prepares technical, analytical reports, statistical summaries and conducts correspondence related to PRD compliance with MDHHS policy, state, and federal regulations.

Individual tasks related to the duty:

- Utilizes statistical analyses, program information, and policy to compose interpretive reports on the assessment and evaluation of prior authorization processes and compliance with policy, state and federal regulations.
- Identifies data elements and statistical analyses required to determine appropriate Cognos reports to develop/utilize for composing reports of prior authorization data and compliance parameters.
- Conducts appropriate correspondence for compliance with policy, state and federal regulations.
- Maintain timely completion within the established Division, legislative and regulatory mandated time frames.
- Seek consultation from management as needed, for issues of higher than normal complexity such as broad-ranging implications beyond PRD (claims implications or potential need for amendment to Health Services policy or State Plan).

Duty 4

General Summary:

Percentage: 5

In a learning capacity, participate as an alternate to ensure operational turnaround time is met.

Individual tasks related to the duty:

- Provide alternate coverage for absences where appropriate, including PRD database entry/maintenance, calculation of PDN hours, and other report generation.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- 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.

This position is required to make decisions on the appropriate methodology for analyzing quantitative data, and the interpretation of regulatory requirements as related to compliance, consulting with management as needed. These decisions will directly impact management decision-making on the overall program compliance.

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

When decisions are complex, outside of policy, or may set precedent.

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 effort includes long periods of time sitting; computer use approximately 35 hours per week. Limited physical effort including bending and ambulation with occasional light lifting.

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

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. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

In a learning capacity, this position is identified as the compliance data analyst for the Program Review Division (PRD). This position conducts research and analysis of prior authorization data and regulatory requirements to identify compliance issues, establish recommendations for program policies, operational procedures, and strategies to achieve greater efficiency and effectiveness. This position interprets data and prepares technical, analytical reports, statistical summaries and conducts correspondence related to PRD compliance with MDHHS policy, state, and federal regulations. This position may rely on consultation with management for issues of higher-than-normal complexity such as broad-ranging implications beyond PRD (claims implications or potential need for amendment to Health Services policy or State Plan). This position will participate as an alternate to ensure operational turnaround time is met.

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 Program Review Division is responsible for providing clinical review of applications/requests for prior authorization of clinical services, procedures, supplies, and/or equipment provided to Medicaid and Children's Special Health Care Services beneficiaries, and to provide technical assistance and consultation regarding services, products, technology, and standards of coverage. This position serves as a compliance analyst conducting professional research and analysis for the purpose of evaluation of compliance with regulatory requirements, establishing recommendations to achieve greater efficiency and compliance.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

Four years of experience as an advanced 9-level worker in an ECP Group One classification. OR Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification. OR Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification. OR Two years of experience as a first-line supervisor in an ECP Group Three classification. OR One year of experience as a second-line supervisor in an ECP Group Three classification.*Paraprofessional classifications are those requiring an associate's degree or two years of college. Educational Substitution College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition, the ability to organize, evaluate, and present information effectively. Discerning analytical ability. Ability to utilize computerized reporting systems. Ability to retrieve information from computers and software applications. Ability to communicate clearly and concisely in both written and oral form. Awareness and understanding of relevant state and federal regulations and Medicaid policies.

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.

none

I certify that the entries on these pages are accurate and complete.

Appointing Authority

8/19/2026

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.

Employee

Date