

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<p>2. Employee's Name (Last, First, M.I.) Vacant</p>	<p>8. Department/Agency Department of Health & Human Services</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission)</p>
<p>4. Civil Service Classification of Position Public Health Consultant 12</p>	<p>10. Division WIC</p>
<p>5. Working Title of Position (What the agency titles the position) WIC Consultant</p>	<p>11. Section Nutrition Program and Evaluation</p>
<p>6. Name and Classification of Direct Supervisor Gloria Zunker, Public Health Consultant Manager 14</p>	<p>12. Unit Training Evaluation and Compliance</p>
<p>7. Name and Classification of Next Higher Level Supervisor Kristen Hanulcik, State Administrative Manager 15</p>	<p>13. Work Location (City and Address)/Hours of Work 320 S. Walnut St., Lansing, Michigan 48913 8:00 am – 5:00 pm</p>

14. General Summary of Function/Purpose of Position

The WIC Public Health Consultant has the responsibility to provide leadership, consult, advise, train and provide technical assistance to Local Public Health Officials, Local WIC Agency Staff, and interest groups concerning the administration and operation of the United States Department of Agriculture (USDA) WIC Program whose purpose is to safeguard the health of low-income women, infants and children up to age 5 who are at nutritional risk. Within the Training, Evaluation and Compliance Unit, consultants are assigned responsibility for WIC policy, training local agency staff, and monitoring local agency compliance. This position serves as the State WIC Program Area Lead (PAL) in the areas of WIC laboratory, anthropometric, training and technical assistance. Unit staff develop WIC training materials and provide consultation to local WIC agencies. Consultants are assigned to work with a region or group of local WIC agencies, to assure the agencies are evaluated according to federal standards and guidelines and receive appropriate training and technical assistance. The Michigan WIC Program operates statewide and is federally funded through the USDA.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 50%

Serve as the Division Program Area Lead (PAL) for areas within WIC anthropometric and laboratory services. Coordinate activities to meet the Federal WIC Program anthropometric and laboratory training and technical assistance requirements. Collaborate with WIC Division Program Area Leads to revise and update policy and evaluation criteria to reflect USDA Regulations; provide training and uniform consultation guidance accordingly. Functions as a senior lead worker in the development, production, procurement and stock of WIC forms and publications for statewide program use. Collaborates with other programs on the development and/or ordering of publications. Provides support for publications necessary for NPE and WIC Division strategic projects.

Individual tasks related to the duty.

- Develop primary Program Area Lead (PAL) expertise for use in consultation, training, reporting, monitoring and documenting/recommending enhancements for specific PAL areas.
- Complete annual State Plan, Management Evaluation, and Nutrition Service Plan components for PAL assignments.
- Maintain policies and procedures for PAL areas.
- Develop program expertise in PAL back-up areas, as assigned.
- Develop anthropometric and laboratory resource materials and consult with laboratory and anthropometric contractors to ensure program needs are met.
- Coordinates, monitors and maintains orders for microcuvettes and their distribution.
- Maintain databases and files to insure accurate documentation of program compliance.
- Request ad hoc reports with approvals, and use MI-WIC reports/information for consultation as indicated.
- Provide analysis and consultation for statewide MI-WIC electronic data system design, development and implementation, integration with policy and regulations and interpretation of regulations in assigned PAL areas.
- Develop, test and recommend implementation of MI-WIC electronic data system fixes and enhancements with related implementation training and materials for PAL assignments.
- Apply and implement strategies for continuous quality improvement in program design and implementation.
- Assist in the development/revision of Management Evaluation Tools by publication deadlines.
- Assist in interpreting USDA Regulations and Policy into measurable requirements and corresponding tools.
- Develop and train Department and Local Agency staff on policies and system changes.
- Develop policies and materials in PAL and back-up assignments. Evaluate, interpret and implement federal regulations to ensure MI-WIC Policies comply with USDA Regulations and related initiatives.
- Collaborate with peers and other State WIC agencies and partners to ensure state policies and practices are consistent with current best practice.
- Assist in the planning, development, and presentation of PAL related trainings as needed, through a variety of training modalities (i.e., face-to-face and webcast presentations), to local and State agency staff, and external groups as needed.
- In collaboration with other NPE staff, design and deliver training using evidence-based adult learning strategies (e.g., experiential learning, problem-solving activities, and case studies) and incorporate technology-enhanced learning tools (e-learning modules, webinars, etc.) to support flexible learning environments.
- Communicate training needs to other state PALs and State training teams.
- Assist in compiling and assimilating results of Management Evaluation data as requested.
- Anticipate, plan and test the data system modifications necessary to support ongoing changes to the mandated

updates of assigned PAL areas.

- Participate in the development and updates of the accreditation and management evaluation tools.
- Perform related work as assigned.

Duty 2

General Summary of Duty 2 **% of Time** 20%

Serve as the primary and/or back-up PAL and WIC Division subject matter expert for additional topics as assigned

- **Individual tasks related to the duty.**
- Interpret federal regulations, guidance and standards (i.e., WIC Nutrition Services Standards), and maintain or establish state policies, guidance and standards for respective PAL areas to help ensure WIC Division compliance with federal Program requirements.
- Keep abreast of federal and state policy changes, as well as new, relevant inputs (Management Evaluation findings/special recognitions, WIC public comments, Nutrition Services Plans, etc.) for PAL topics. Anticipate additional policy, guidance, training or material development needs for local WIC agency staff and/or clients and make Program recommendations/develop accordingly.
- Provide recommendations for PAL topic trainings based on needs assessment of local agency program data (i.e., WIC Coordinator feedback, learner feedback, performance data including Management Evaluation outcomes, etc.).
- Assist in the planning, development, and presentation of these trainings as needed, through a variety of training modalities (i.e., face-to-face and webcast presentations), to local and State agency staff, and external groups as needed.
- In collaboration with other NPE staff, design and deliver training using evidence-based adult learning strategies (e.g., experiential learning, problem-solving activities, and case studies) and incorporate technology-enhanced learning tools (e-learning modules, webinars, etc.) to support flexible learning environments.
- Serve as the Division subject matter expert on Management Information System (MIS) functionality for respective PAL topics. Ensure system functionality complies with federal requirements, investigate and report system bugs as needed, make recommendations for functionality enhancements to improve user experience, conduct system testing, complete system training set-up, and develop system user guide content, tutorials, training materials and guidance as needed.
- Serve as the State liaison to external entities for assigned PAL topics as requested.
- Participate in the development of the Accreditation and Management Evaluation tools for PAL topics.
- Recommend Program strategies to resolve local and State agency problems for assigned areas
- Serve as a member of the Division's team, responding to questions and requests from local agencies or other NPE consultants (i.e., Consultant Du Jour) for assigned areas.
- Prepare PAL-related materials for the annual WIC State Plan, and for federal management evaluations.
- Assist with creation, updates and implementation of forms & publications within NPE, and as appropriate other WIC Division and Department staff.
- Collaborate with PALs, managers and translators to ensure document translation into other languages as needed.
- Collaborate with WIC Division and facility staff (mailroom) to monitor inventory levels and establish re-order and re-print points of WIC forms and publications. Keep appropriate NPE staff informed of the forms and publications status. Maintain and monitor publication order documentation and status to prompt action as needed.
- Monitors large print projects with contractors.
- Report inventory status to manager, and others monthly and as needed.
- Preview materials and make recommendations for purchase for local agencies.
- Collaborate with WIC staff to maintain appropriate records, including various local agency mailing and distribution lists.
- Complete other PAL-related duties as assigned.

Duty 3

General Summary of Duty 3 % of Time Time 20%

Serve as a local agency consultant to statewide assigned WIC agencies, promoting the WIC Division's goal and upholding WIC Program federal regulation and state policies and procedures.

Individual tasks related to the duty.

- Assist with comprehensive planning, budgeting and contracting process.
- Monitor contract performance.
- Maintain records, reports and correspondence.
- Respond to local agency needs and requests.
- Analyze local agency program data.
- Conduct local agency management evaluations (ME) or ME follow ups, write ME reports, approve and monitor ME corrective action plans as requested.
- Coordinate with WIC Division staff on Nutrition Services Plan (NSP) preparation for assigned areas.
- Review and approve NSPs.
- Recommend program strategies to resolve problems.
- Provide or facilitate training needs.
- Provide information to WIC Division staff regarding assigned agencies.
- Provide coverage and timely response when serving as Consultant duJour as assigned.
- Provide local agency consultation coverage by phone.
- Interpret local agency needs and recommend policy and procedure changes based on needs.
- Complete related tasks as assigned

Duty 4

General Summary of Duty 4 % of Time 10%

Serve on committees and work groups, represent the Division at meetings and assume responsibility for special projects as assigned. Contribute to development of criteria, standards, guidelines, evaluation methods, policies and procedures. Train other employees and local agency staff.

Individual tasks related to the duty.

- Maintain appropriate records and adhere to all department, administration and division policies and procedures.
- Participate in Section and Division meetings and work groups, such as the Nutrition Education Workgroup.
- Prepare materials for the annual WIC State Plan.
- Interact positively and cooperatively with other department and organizational representatives in areas of collaboration.
- Train other employees and local agency staff as requested.
- Contribute to the development of criteria, standards, guidelines, evaluation methods, and policies and procedures.
- Complete related tasks as assigned.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Independent decisions are based on existing policy and procedures for the WIC Program. The consultant makes independent decisions regarding local WIC agency compliance with existing policy and decides when the policies are applicable.

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

Supervisory review is required for development of new policies or revision of existing policies. Supervisory review is required for decisions not covered by existing policy or procedure.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Sitting - frequent

Standing - occasional

Walking - frequent

Carrying boxes, AV equipment, computers and materials - occasionally required for site visits, meetings and training.

Environmental conditions - very rare exposure

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Provide formal written counseling.

Approve leave requests.

Approve time and attendance.

Orally reprimand.

Assign work.

Approve work.

Review work.

Provide guidance on work methods.

Train employees in the work.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. **Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**

23. **What are the essential duties of this position?**

To provide technical assistance and consultation to local WIC agencies, review and monitor local agency performance and compliance with WIC Policy and Regulations, and develop policy, training and other materials for implementation by WIC local agency and state staff.

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

Duties and tasks have been updated to reflect current Public Health Consultant A duties

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

The Training, Evaluation and Compliance Unit (TEC) is responsible for delivering training, consultation and technical assistance, making on-site visits to evaluate and assist local agencies in analyzing program needs and planning program strategies; to provide input into the development of WIC policies and procedures. This position is essential in this process to provide the necessary training, consultation, monitoring and policy development activities to accomplish the TEC Unit's goals.

26. **In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?**

EDUCATION:

Possession of a master's degree in public health, health communication, health policy or a public health related field such as nursing, epidemiology, health education, health economics, dietetics/nutrition management, genetics, or speech and audiology; a master's degree in social work; master's degree in counseling; or a master's degree in public or business administration with a health care concentration.

EXPERIENCE:

Three years professional post Master's experience, including 1 year experience equivalent to a Public Health Consultant 11. Experience in maternal child health, public health nutrition programs or WIC program experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of community organization as related to public health programs and providers. Knowledge of the methods used to plan, develop, implement, and evaluate population health programs. Knowledge of the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences). Ability to train health professionals to promote and implement health related initiatives.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid State of Michigan driver's license.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date 4/4/19

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date