

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 9-11</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 serves as a developing professional responsible for providing consultation, training, and technical assistance to Local Public Health Officials, Local WIC Agency staff, and other stakeholders regarding the administration and operation of the USDA Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Working within the Training, Evaluation, and Compliance Unit, the incumbent supports WIC policy implementation, assists in training local agency staff, and helps monitor local agency compliance with federal and state requirements.

This position develops knowledge and skills in assigned program areas—such as WIC anthropometric and laboratory practices, training, and technical assistance—and contributes to the development of training materials, policy clarification, and program evaluation activities. Consultants are assigned to support a region or group of local WIC agencies, helping ensure agencies are evaluated according to federal standards and receive appropriate training and consultation. The Michigan WIC Program operates statewide and is funded through the USDA.

Within the different levels, entry (9), intermediate (10) and experienced (11), duties are performed with increasing independence, complexity, and responsibility within established WIC policies, procedures, and guidelines.

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%

Provide consultation, training support, and technical assistance to local WIC agencies regarding anthropometric and laboratory services. Assist in maintaining and updating program materials to support consistent implementation of established policies and procedures. Support WIC Division Program Area Leads (PALs) in reviewing, revising, and updating policies and evaluation criteria to align with USDA regulations and program guidance, and help develop corresponding training and consultation resources. Assist in the development, production, procurement, and inventory of WIC forms and publications for statewide use, and support other programs in the development or ordering of publications as needed. Contribute to the preparation and distribution of educational materials necessary for Nutrition Program Education (NPE) and WIC Division strategic initiatives. These tasks are performed with increasing complexity and independence as the employee progresses from the entry (9) through intermediate (10) and experienced (11) levels of the Public Health Consultant classification.

Individual tasks related to the duty.

- Gain working knowledge in assigned subject areas to provide consultation, assist with training, and support monitoring activities.
- Apply existing state and federal WIC policies and assist in identifying areas needing clarification for supervisory review.
- Complete annual State Plan, Management Evaluation, and Nutrition Service Plan components for assigned agencies.
- Support the maintenance of policies and procedures for assigned subject areas.
- Develop program expertise in assigned subject back-up areas, with supervisory oversight, as needed.
- Develop anthropometric and laboratory resource materials and consult with laboratory and anthropometric contractors to ensure program needs are met.
- Assists with the coordination, monitoring, and ordering of microcuvettes and their distribution.
- Maintain appropriate 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.
- Document MI-WIC system issues, assist in testing system updates, and provide feedback to senior staff.
- Participate in user testing of system updates and communicate findings to system leads.
- 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 for corresponding tools.
- Assist 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 assigned subject 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 state subject matter experts (SME) and State training teams.
- Assist with Management Evaluation data as requested.
- Assist with planning and testing data system modifications necessary to support ongoing changes to the mandated updates of assigned subject areas.
- Assist in the development and updates of the accreditation and management evaluation tools.
- Assist with creation, updates and implementation of forms & publications within NPE, and as appropriate other WIC Division and Department staff.
- Support translation coordination. Support SMEs, managers, and translation reviewers with documents that are translated into other languages as needed.
- Assist with maintaining inventories of forms and publications and support re-orders under direction of senior staff.
- Assist 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.
- Report inventory status to manager, and others monthly and as needed.
- Preview materials and make recommendations with supervisory approval, for purchase for local agencies.
- Collaborate with WIC staff to maintain appropriate records, including various local agency mailing and distribution lists with supervisory approval.
- Perform related work as assigned.

Duty 2

General Summary of Duty 2 % of Time 20%

Provide consultation and technical assistance to assigned local WIC agencies. Support the review of agency performance, assist with management evaluations, and help ensure application of established program policies and procedures. These tasks are performed with increasing complexity and independence as the employee progresses from the entry (9) through intermediate (10) and experienced (11) levels of the Public Health Consultant classification.

Individual tasks related to the duty.

- Apply USDA regulations, WIC policy, and standards (i.e., WIC Nutrition Services Standards), to support consistent implementation by local agencies. Refer questions requiring interpretation to senior staff.
- 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 assigned subject areas. Anticipate additional policy, guidance, training or material development needs for local WIC agency staff and/or clients and make Program recommendations to supervisor accordingly. Assist with development as assigned.
- Assist with recommendations for assigned subject 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.
- Assist 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.
- Maintain familiarity with MIS functionality for assigned subject areas and report issues or concerns to senior system staff.
- Assist in the development of the Accreditation and Management Evaluation (ME) tools for assigned subject areas and make recommendations to senior ME staff.
- Recommend to supervisor WIC 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 DuJour) for assigned areas.
- Prepare assigned subject area related materials with supervisor approval for the annual WIC State Plan, and for federal management evaluations.
- Complete other subject area 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. These tasks are performed with increasing complexity and independence as the employee progresses from the entry (9) through intermediate (10) and experienced (11) levels of the Public Health Consultant classification.

Individual tasks related to the duty.

- Assist with comprehensive planning, budgeting and contracting processes.
- Assist with monitoring contract performance.
- Assist in maintaining records, reports and correspondence.
- Respond to local agency needs and requests.
- Analyze local agency program data.
- Participate in ME reviews and assist in preparing ME documentation. Provide follow-up information to senior staff who approve and monitor corrective action plans.
- Assist with WIC Division staff on Nutrition Services Plan (NSP) preparation for assigned areas.
- Conduct a review and draft recommendations for the approval of NSPs. Recommendations are routed through supervisor.
- Identify issues and share observations with senior staff; assist in implementing recommended strategies.
- Provide or facilitate training needs.
- Assist and provides 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.
- Assess local agency needs and recommend policy and/or procedure changes to senior staff.
- 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, with supervisory review and approval. Train other employees and local agency staff. These tasks are performed with increasing complexity and independence as the employee progresses from the entry (9) through intermediate (10) and experienced (11) levels of the Public Health Consultant classification.

Individual tasks related to the duty.

- Assist in maintaining and updating policies and procedures for assigned subject areas under the direction of senior staff.
- 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.
- Assist in delivering training developed by senior staff.
- Provide input to 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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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:

For P10: One year experience at equivalent to the 9 level; for P11: 2 years experience including 1 year at the 10 level. 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

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