

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Early Education
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division Child Care Licensing Bureau
5. Working Title (What the agency calls the position) Section Manager	11. Section Child Care Licensing Section- Detroit Region
6. Name and Position Code Description of Direct Supervisor BIGELOW, ERIKA L; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor ADAMS, COURTNEY A; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 3026 W Grand Blvd. Detroit, MI 48202 / Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

The primary purpose of this position is to protect the public by assuring that new and existing homes, group homes and centers, considered child care facilities, are compliant with state licensure requirements set forth in the Child Care Organizations Act, Act 116 of 1973, and applicable policies and various administrative rule sets. This section is within the Child Care Licensing Division. The manager oversees the daily operation of the section and supervises a team of child care consultants.

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: 50

Direct and manage the state licensing for child care facilities.

Individual tasks related to the duty:

- Manage day-to-day operations of the state licensure program for child care family homes, group homes, and child care centers.
- Develop and implement policies and procedures to successfully operate the licensure program.
- Coordinate activities with other divisions and state agencies.
- Track and monitor inspection performance measures as applicable.
- Implement annual inspection workload.
- Develop process and tracking systems to monitor initial licensure, inspections, renewal inspections, and complaint investigations, including review and acceptance of plans of corrections by non-compliant providers and necessary revisits to determine compliance.
- Develop process to ensure all inspections and investigations and reports are completed within required timeframes as set for in Michigan law and policy.
- Coordinate training of child care licensing consultants.
- Monitor the compilation of all necessary documents for original licensure, renewal licensure, and modifications.
- Provide technical assistance to providers, general public and staff on state licensure requirements.
- Monitor complaint investigations against licensed and unlicensed providers.
- Review and/or assist with coordination of the fire safety reports from the Qualified Fire Inspectors and Bureau of Fire Services.
- Coordinate or assist with necessary actions to process licensees that close, relocate, change in information, and voluntary termination of licenses.
- Assure accurate and timely information is being entered into the CCHIRP data system.
- Conduct onsite monitoring, training and mentoring to assure consistent application of the state law and administrative rules by field staff.
- Conduct public training on licensure process and requirements.
- Participate in training courses and conferences as needed.

Duty 2

General Summary:

Percentage: 40

Direct and manage section staff.

Individual tasks related to the duty:

- Develop and conduct section interview process for hiring new employees.
- Develop and conduct annual performance evaluations of section staff, including probationary performance evaluations for new employees.
- Develop orientation program for new staff in section.
- Coordinate with other section managers and division directors to assure consistency in implementing state, department, bureau policies and procedures as applicable, including but not limited to state discriminatory harassment policies and agency supplemental employment policy.
- Oversee section related records and documents in accordance with division record retention schedule.
- Assist with development and revision of forms and instructions when necessary.
- Develop educational materials and presentation to promote the section, bureau, and agency activities, functions and responsibilities.

Duty 3

General Summary:

Percentage: 10

Perform other duties as assigned by division director, bureau director and/or deputy director.

Individual tasks related to the duty:

- Assist division and bureau director in developing section, division and bureau policies and procedures.
- Represent division and bureau at various department meetings and workgroups as assigned.
- Participate in division and bureau interview panels as requested.
- Perform other duties as assigned by division director, bureau director and/or deputy director.

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

The manager is responsible for making staffing decisions and assignments. These decisions impact the section meeting its state performance measures. The manager is also responsible for final review and approval of all provider-related inspection findings. These inspection findings impact individual providers' ability to receive or continue licensure/operation. In addition, onsite inspections impact the health, safety and welfare of the children in care along with the parents, staff and providers.

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

Programmatic and administrative changes that may impact other areas of the division, bureau or agency. Personnel issues where an immediate supervisor is required to be notified. Unique circumstances where state law and requirements are vague or undefined. All matters of political or media sensitivity.

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 activities generally found in an office environment. In addition, the manager will conduct routine onsite inspections with field staff that require a lot of standing in place and walking over a period of several days (10%).

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>
JOHNSON, SELIKA M	CHILD DAY CARE CONSULTANT-A 12	BYRD, JANEIRO	CHILD DAY CARE CONSULTANT-E P11
JOHNSON, SHEILA	CHILD DAY CARE CONSULTANT-E P11	VACANT	CHILD DAY CARE CONSULTANT-E
GIBBY, NICOLE L	CHILD DAY CARE CONSULTANT-E P11	KELLY, JAWANA D	CHILD DAY CARE CONSULTANT-E P11
DILLARD, GEORJEANA D	CHILD DAY CARE CONSULTANT-E P11	SMETTLER, EBONY L	CHILD DAY CARE CONSULTANT-E P11
HALEY, TIMIKA D	CHILD DAY CARE CONSULTANT-E P11	HICKMAN, ESSENCE S	CHILD DAY CARE CONSULTANT-E P11
VACANT	CHILD DAY CARE CONSULTANT-E	THOMAS, TONYA D	CHILD DAY CARE CONSULTANT-E P11
VACANT	CHILD DAY CARE CONSULTANT-E	TRAMMER, SHARONDA M	CHILD DAY CARE CONSULTANT-E P11
WESTBROOK HILTON, FELICIA	CHILD DAY CARE CONSULTANT-E P11	WINDHAM, JACQUELIN	CHILD DAY CARE CONSULTANT-E P11
HOWARD, PARIS J	CHILD DAY CARE CONSULTANT-E P11		

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?

To provide day-to-day management and oversight of the section for state licensure of child care family homes, group homes and centers and daily supervision of staff in the section.

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

Update STDDADM1N29N to reflect changes when the position moved to MiLEAP and changes to software. Overall job functions remain the same.

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

The function of the section is to evaluate providers based on state licensure requirements and take enforcement action when non-compliance is identified. This position makes determinations of compliance and non-compliance and works with the division director when enforcement action is needed.

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 Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year 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:

- Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.
- Considerable knowledge of program planning, development, and evaluation methods.
- Considerable knowledge of fiscal planning and management.
- Considerable knowledge of public relations techniques.
- Some knowledge of staffing requirements and training necessary for the accomplishment of agency goals.
- Some knowledge of labor relations, fair employment practices, and equal employment opportunity.
- Some knowledge of state and federal legislative processes.
- Some knowledge of state government organization and functions.
- Some knowledge of federal, state, and local relationships as these impact on the operation of a major state department.
- Ability to analyze and appraise facts and precedents in making administrative decisions to get to the source of a problem and to probe and obtain critical facts from varied sources.
- Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, board's, or commission's viewpoint.
- Ability to plan, develop, and evaluate programs.
- Ability to motivate and lead others in the accomplishment of a task.
- Ability to present ideas effectively at a level of style, grammar, organization and technical construction expected at a management level.
- Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.
- Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.
- Ability to effectively supervise/manage employees.
- Ability to make independent judgments based on observation and interpretation of laws, rules, and standards of practice.
- Ability to read, speak and write at a high level of complexity.
- Ability to organize and evaluate information.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A.

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.

MICHAELA CAREY

10/2/2025

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