

**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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Professional Licensing
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Enforcement Division
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section Compliance Section
6. Name and Position Code Description of Direct Supervisor DRAMINSKI, MICHAEL; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor VOLKOVA, INNA; STATE DIVISION ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work 611 W OTTAWA ST; LANSING, MI 48915 / Monday-Friday; 8am -5pm

14. General Summary of Function/Purpose of Position This position will perform consent and final order monitoring and compliance activities for health professional and occupational licensees which require analysis and decisions concerning the status of disciplinary actions and the initiation of follow up to enforce agency orders. This position is responsible for reviewing reports and findings, drafting administrative documents, and recommending disciplinary sanctions involving health professionals and Occupational Licensees pursuant to the Public Health Code and Occupational Code. The position must perform in accordance with various procedural, policy and legal standards for 43 different regulated occupations and professions; coordinate work with others, including other Bureau sections, the Department of Treasury, the Department of Attorney General and other areas.
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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: 45

This position evaluates, analyzes and monitors health professional and occupational licensees' compliance with sanctions placed on their licenses pursuant to Board or Disciplinary Subcommittee orders.

Individual tasks related to the duty:

- Reviews and analyzes consent and final orders executed by a health professional or occupational Board or Disciplinary Subcommittee to determine sanctions imposed and amount and method of monitoring required.
- Determines violations of the Public Health Code and Occupational Code.
- Reviews and assesses legal documents to determine what terms require sanction monitoring
- Tracks compliance or non-compliance with sanctioning terms, entering data into a computer database relative to monitoring sanctioned licensees when it is determined that licensees are non-compliant with sanctioning terms
- Consults with management and more senior level staff to take administrative action as required.
- Corresponds verbally and in writing with health professional licensees, attorneys, other department staff and the Department of Attorney General. Advises them on sanction monitoring compliance issues.

Duty 2

General Summary:

Percentage: 30

This position analyzes the status of orders or other documents and conducts appropriate follow up.

Individual tasks related to the duty:

- Perform status review of orders and ensure proper recording and follow up concerning delinquent status of orders.
- Handles all difficult or unusual inquiries from licensees, complainants, or others about final order compliance.
- Review and independently determine status of orders from documents and other information; taking proper and timely actions.
- Review, determine, and report on whether all required documents were submitted with statutory or other requirements.
- Performs any necessary follow up concerning missing or required documents.
- Prepare and transmit documents to the department of treasury for fine collection on orders not complied with.

Duty 3**General Summary:****Percentage: 15**

Serve as one of two primary contacts for information release issues concerning final order status and disciplinary actions; reporting; other duties as assigned.

Individual tasks related to the duty:

- Review and compile all documents and information pertaining to an information request and coordinates release of information with the designated person if a request was made under the Freedom of Information Act (FOIA).
- Review, analyze, and report on information submitted by applicants, licensees, registrants, the general public, or others.
- Compile, analyze, and report data in specified form.
- Prepare correspondence and reply to inquiries
- Perform other duties as assigned.

Duty 4**General Summary:****Percentage: 10**

Make license status changes for health professional and occupational licensees based on orders of a Board or Disciplinary Subcommittee.

Individual tasks related to the duty:

- Review all final orders served to determine if a license status change is required and the appropriate status pursuant to the order.
- Schedule for and track license status changes which are effective in the future.
- Make license status change entry into License 2000 pursuant to the order.

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

Independent judgment is used to determine the level of sanction monitoring required pursuant to an order, and determining if information gathered while monitoring and reviewing other information regarding a licensee substantiates a violation of the Public Health Code, Occupational Code and/or administrative rules.

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

The Section Manager should be consulted for complex legal issues or other matters that could impact the Section, Division, Bureau, Department, or concerning matters that fall outside of established policies and procedures of the Department.

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.

Normal office environment, sitting, standing, stooping, reaching, carrying and walking. Considerable time is spent working on the computer, resulting in eyestrain and possible ergonomic issues.

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):**

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|---|--|
| ☐ 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?

N/A

23. What are the essential functions of this position?

This position will perform consent and final order monitoring and compliance activities for health professional and occupational licensees which require analysis and decisions concerning the status of disciplinary actions and the initiation of follow up to enforce agency orders. This position is responsible for reviewing reports and findings, drafting administrative documents, and recommending disciplinary sanctions involving health professionals and Occupational Licensees pursuant to the Public Health Code and Occupational Code. The position must perform in accordance with various procedural, policy and legal standards for 43 different regulated occupations and professions; coordinate work with others, including other Bureau sections, the Department of Treasury, the Department of Attorney General and other areas.

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

Employee has worked year in trainee capacity; meets e&e and is performing satisfactorily.

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

This division is responsible for intake, processing and adjudication of administrative complaints regarding a licensing population of approximately 800,000 health care professionals and occupational professionals. Division functions include drafting administrative documents which address violations of the Michigan Public Health Code and Occupational Code and/or administrative rules, and to represent the state of Michigan in various stages of the adjudication process. The duties of this position comport with the functions of the Division as one of the steps in the adjudication process.

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:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Analytical ability, research skills, and oral and written communication skills. This includes the ability to analyze and evaluate a variety of data; the ability to organize, evaluate and present information effectively; and the ability to interpret laws, administrative rules, and regulations appropriately.

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

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