State of Michigan
Civil Service Commission

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

Position Code
1. DEPSPL2S80N

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)** Health Services Administration
4. Civil Service Position Code Description Departmental Specialist-2	**10. Division** Financial and Administrative Services Division
5. Working Title (What the agency calls the position) Departmental Specialist 13 - Behavioral Health and Aging Legislative Specialist	**11. Section** Health Services Legislative Affairs Section
6. Name and Position Code Description of Direct Supervisor SKRZYPCZAK, JOSHUA; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor KLINE, CRYSTAL; STATE OFFICE ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 400 S. Pine St., Lansing, MI. / 8-5

14. General Summary of Function/Purpose of Position

This position functions as the behavioral health and aging legislative specialist by projecting and tracking budget and boilerplate trends across fiscal years. This position is also responsible for reviewing policy, legislative, and bill analyses and ensuring that issues have been addressed, tracked, and resolved in a timely and professional manner and supporting the Health Services team in determining necessary changes when proposals are finalized via Law, Code, or Final Rule. Lastly, this position coordinates and exchanges information with staff to ensure accuracy of information provided to management and other departments, legislators, media and the general population.

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**

Function as the sole behavioral health and aging legislative specialist for Health Services.

Individual tasks related to the duty:

- Collaborate with staff from Health Services, DHHS, the State Budget Office, and other departments as necessary, to adequately prepare and assist in the compilation of the Director's presentations to the Michigan Legislature and other entities.
- Coordinate with staff within Health Services to complete annual Proposals for Change, Current Services Baselines Requests, and Proposed Reduction requests for inclusion in future budgets related to behavioral health and aging services.
- Respond to budget-related inquiries from within DHHS, other departments, legislative staff, and outside entities.
- Advises Deputy Director of program accomplishments for inclusion in various presentations.
- Research, compose, and make recommendations with tact and understanding to Health Services Leadership on highly sensitive and/or political issues related to aging and behavioral health.
- Monitor behavioral health and aging boilerplate activity to ensure requirements are being met timely.
- Advise Deputy Director in the resolution of sensitive, complex, or precedent-setting situations (as necessary).
- Analyze pending legislation and draft analysis of fiscal and policy impact for management staff, in coordination with behavioral health and aging subject matter experts.
- Coordinate evaluation and resolution of casework received from legislative and executive offices regarding behavioral health and aging policies, programs, and beneficiaries.

Duty 2

General Summary: **Percentage: 30**

Perform a full range of administrative and analytical assignments related to the support of the Behavioral and Physical Health and Aging Services Administration programs; focused primarily on behavioral health and aging

Individual tasks related to the duty:

- Analyze on-going program operations and recommend modifications of policies and procedures to achieve greater efficiency and effectiveness.
- In collaboration with behavioral health and aging management team members, assist with research and make policy and legislative recommendations for various programs within the administration.
- Independently analyze and prepare reports evaluating the impact, efficiency, and effectiveness of behavioral health and aging programs.
- Gather information, analyze data, and prepare presentations as needed for Health Services Leadership.
- Complete special projects and prepare special studies related to behavioral health and aging.
- Monitors and tracks Notices of Proposed Rule Making and Issuances of Final Rules from Federal Partners who have regulatory authority and/or funding authority over Health Services programs.
- Assures information from NPRMs or Final Rules are conveyed to program leads in a timely manner to respond to and tracks implementation of new program requirements.

Duty 3

General Summary: **Percentage: 15**

Act as the primary lawsuit and media liaison for the behavioral health and aging programs of Health Services.

Individual tasks related to the duty:

- Collaborate with staff from the Office of Attorney General, Health Services, Office of Legal Affairs, and other departments as appropriate; in developing DHHS's responses to lawsuits involving Health Services.
- Prepare responses to questions from staff at the Office of Attorney General and Office of Legal Affairs, regarding behavioral health and aging and DHHS policies and procedures.
- Write and/or compile materials needed by the Office of Attorney General staff in their representation of DHHS.
- Sign affidavits, as needed, in support of DHHS's position.

Duty 4

General Summary: **Percentage:** **5**

Other duties as assigned, including serving as research on various project and workgroups, assisting management and staff with research related issues.

Individual tasks related to the duty:

- Provide support to behavioral health and aging management and operations teams working on the implementation of new programs within Health Services.
- Attend teams and workgroups internal and external to Health Services and provide updates to management on action of workgroups and other state government agencies.
- Assist in the assessment of impact on behavioral health and aging and related programs of developments in other agencies.
- Serve on teams and workgroups internal to Health Services that addresses matters which impact behavioral health and aging and other programs administered by Health Services.
- Produce and disseminate information as needed.
- Work assigned by management to advance the mission of Health Services.
- Serve as team member on workgroups and projects.
- Advise co-workers on changes to policies, rules, and regulations, and aid in interpretation.
- Utilize all relevant sources, extract relevant material, and develop and produce user-friendly presentations on coverage issues.

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

Independent decisions are made in prioritizing daily work in order to meet deadlines and objectives. These decisions primarily affect the Management Team and could affect other employees within Health Services.

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

Situations that arise that may show deviation from Bureau/Department policies. Unusual internal or external requests. Replies to correspondence requiring clinical/nursing responses, delineations of new positions

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.

General office setting

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.

N	Orally reprimand.	N	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?

Behavioral health and aging legislative specialist focused on legislative impacts to behavioral health and aging programs, including funding.

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

Position updated due to reorganization and name change.

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

The work area is in the Health Services executive office. The position is integral to the Department's operations because of the financial oversight and analyses it can provide. Incorrectly addressing these issues or disregarding them could result in the loss of State and Federal funds. This position provides support with focusing on legislative, policy and media inquiries, as well as CMS initiatives.

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 Specialist 13 - 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

- Ability to collect and interpret information, apply criteria, and make recommendations.
- Ability to plan, coordinate, and expedite work projects.
- Ability to learn and utilize computer processes.
- Ability to maintain records and prepare reports and correspondence related to the duties/work Excellent written and verbal communication.
- Knowledge of spreadsheet applications

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.

N/A

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

CANDACE EWING | 6/28/2024

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**