

**State of Michigan
Civil Service Commission**

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

Position Code 1. DEPTALTA

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CHILDREN'S SERVICES ADMINISTRATION
4. Civil Service Position Code Description Departmental Analyst-A	10. Division
5. Working Title (What the agency calls the position) STATEWIDE KINSHIP COORDINATOR	11. Section
6. Name and Position Code Description of Direct Supervisor BURRIS-BALLARD, DENISE R; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor SWEET, JESSICA; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 235 SOUTH GRAND AVENUE, SUITE 510, LANSING, MICHIGAN / M-F/40 hours per week

14. General Summary of Function/Purpose of Position

This position functions as the resource responsible for the administration, coordination, evaluation, and continuous development of the Michigan Kinship Advisory Council (KAC) and related statewide kinship initiatives. The position serves as the recognized resource for KAC operations and provides independent analysis and recommendations related to council priorities, statutory and program requirements, policy, budget, contracts, data, and program outcomes. The position is responsible for developing and implementing processes necessary to support meaningful participation of kinship caregivers and other individuals with lived experience in MDHHS advisory and program development activities. This includes analyzing operational, fiscal, and administrative requirements and developing recommendations to address barriers to participation.

The position also provides programmatic oversight and monitoring of contracted kinship services, including the statewide Kinship Navigator Program, to assess compliance with program requirements, deliverables, budgets, performance measures, and department priorities. The position analyzes program data, prepares required reports and recommendations, coordinates with internal and external partners, and identifies opportunities to improve services and outcomes for kinship families statewide.

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: 40

Administer, coordinate, evaluate, and support the continued development of the Michigan Kinship Advisory Council (KAC) and its subcommittees, ensuring council activities align with statutory requirements, MDHHS priorities, and identified needs of kinship families.

Individual tasks related to the duty:

- Serve as the resource for KAC operations, requirements, initiatives, and activities.
- Collaboratively plan and coordinate KAC meetings, subcommittee activities, work plans, priorities, and deliverables.
- Research, analyze, and interpret applicable state and federal laws, regulations, policies, and department requirements and advise the KAC regarding their impact on proposed recommendations, initiatives, and activities.
- Analyze recommendations and proposals developed through the KAC and its subcommittees to determine feasibility, potential policy and program implications, resource needs, and alignment with MDHHS priorities.
- Develop recommendations for department leadership regarding KAC priorities, identified gaps and barriers, policy considerations, and opportunities to improve services and supports for kinship families.
- Develop and maintain processes to ensure meaningful participation of kinship caregivers, young adults, and other individuals with lived experience in KAC and related department activities.
- Analyze fiscal, administrative, contractual, and operational barriers to compensating individuals with lived experience for their time and expertise and develop and implement appropriate processes in accordance with department and state requirements.
- Develop and monitor the KAC budget and recommend allocation of available resources based on council priorities, planned activities, and program needs.
- Coordinate with state agencies, local offices, private agencies, community organizations, contractors, and other stakeholders to advance KAC priorities and improve collaboration across systems serving kinship families.
- Develop strategies for KAC stakeholder engagement and dissemination of information regarding KAC activities, priorities, and recommendations.
- Monitor KAC projects and initiatives and evaluate progress toward established goals and deliverables.

Duty 2

General Summary:

Percentage: 30

Kinship programs, contract monitoring and evaluation. Provide advanced program analysis, contract monitoring, technical assistance, and evaluation for contracted kinship programs and services, including the statewide Kinship Navigator Program.

Individual tasks related to the duty:

- Monitor and evaluate contracted kinship programs and services to ensure compliance with contract requirements, established deliverables, program expectations, performance measures, and MDHHS priorities.
- Review and analyze program data, performance reports, service utilization information, and other required deliverables to identify trends, gaps, concerns, and opportunities for program improvement.
- Develop recommendations regarding program operations, service delivery, contract requirements, performance expectations, and corrective actions when concerns or deficiencies are identified.
- Establish and facilitate regular program monitoring and technical assistance meetings with contracted kinship service providers to review performance, address implementation issues, and support consistent and effective service delivery.
- Provide advanced technical assistance, consultation, and guidance to contracted kinship programs regarding program requirements, reporting expectations, service delivery, and implementation of MDHHS priorities.
- Monitor program and contract expenditures and analyze budget information to ensure appropriate use of funds, alignment with approved activities, and compliance with applicable funding requirements.
- Review proposed contract amendments, program changes, budgets, work plans, and related materials and provide recommendations regarding their impact on program operations, service delivery, and department priorities.
- Evaluate informational, outreach, training, and resource materials developed through contracted kinship programs for accuracy, consistency, accessibility, and alignment with MDHHS policy and program requirements.
- Coordinate with contracted providers to identify and maintain current information regarding community resources, support groups, and services available to kinship families.
- Identify and evaluate available federal, state, or other funding opportunities that may support kinship programs and services and assist with the development of grant applications, funding proposals, and related program requirements.
- Participate in the development and monitoring of performance measures, program goals, and evaluation strategies used to assess the effectiveness and impact of contracted kinship services.

Duty 3

General Summary:

Percentage: 20

Budget, reporting, data analysis and program accountability. Research, collect, analyze, synthesize, and report KAC and kinship program data to evaluate program performance, identify trends and service gaps, support budget and policy recommendations, and meet state, federal, legislative, and departmental reporting requirements.

Individual tasks related to the duty:

- Research, collect, review, and analyze KAC and kinship program data to evaluate program performance, identify trends, service gaps, emerging needs, and areas requiring additional review or action.
- Prepare the annual Kinship Advisory Council report and other required reports summarizing KAC activities, recommendations, accomplishments, identified barriers, program outcomes, and progress toward established priorities.
- Develop and prepare reports, responses, and supporting information required for state, federal, legislative, and departmental reporting, including boilerplate, APSR, CFSR, MiSEP, and other applicable reporting requirements.
- Analyze Kinship Navigator and other kinship program reports, performance measures, service utilization data, and outcome information and develop summaries and recommendations for department leadership.
- Monitor KAC and kinship program budgets, expenditures, and available funding to identify spending trends, projected needs, potential shortfalls, and opportunities to support program priorities.
- Develop budget projections, funding recommendations, and supporting justification for KAC activities, kinship initiatives, contracted services, and other program needs.
- Track and analyze implementation and outcomes of KAC recommendations and kinship initiatives to assess progress toward established goals and intended outcomes.
- Develop leadership briefings, written analyses, presentations, and other materials summarizing program performance, fiscal status, emerging issues, identified risks, and recommended actions.
- Analyze the potential impact of proposed legislation, policy changes, federal requirements, and departmental initiatives on KAC activities, kinship programs, funding, reporting obligations, and service delivery.
- Provide analytical and budgetary information to KAC members, subcommittees, department leadership, and other stakeholders to support informed decision-making and development of program and policy recommendations.
- Assist in the development and refinement of performance measures, data collection methods, reporting processes, and accountability measures used to assess the effectiveness of KAC and kinship programs.
- Identify inconsistencies, gaps, or concerns within program data or reporting and coordinate with appropriate internal or external partners to obtain clarification, resolve discrepancies, and improve the accuracy and usefulness of program information.

Duty 4

General Summary:

Percentage: 10

Statewide kinship initiatives, conferences, special projects and other duties as assigned.

Individual tasks related to the duty:

- Collaborate with the Relative Approval and Placement Specialist to ensure the KAC and Kinship Navigator program align with relevant policy and the implementation of statewide kin-first strategies.
- Plan, coordinate, and evaluate statewide kinship conferences, training events, stakeholder engagement activities, and other initiatives designed to provide information, resources, and support to kinship caregivers and professionals serving kinship families.
- Coordinate with MDHHS program areas, contracted partners, community organizations, kinship caregivers, and other stakeholders in the development and implementation of statewide kinship initiatives and special projects.
- Develop and implement stakeholder engagement strategies for statewide kinship initiatives and special projects to obtain input from kinship caregivers, individuals with lived experience, service providers, and other partners regarding emerging needs, barriers, and opportunities to improve kinship services and supports.
- Research and analyze emerging issues, promising practices, and program approaches related to kinship care and provide recommendations regarding potential application within Michigan's child welfare and kinship service systems.
- Collaborate in the development of kinship-related guides, publications, resource materials, training materials, and other program information to ensure accuracy and consistency with current policy, program requirements, and department priorities.
- Coordinate public awareness and outreach activities designed to increase awareness of kinship caregiving and available programs, services, and resources.
- Participate in and represent MDHHS at statewide workgroups, conferences, meetings, and other activities related to kinship care and communicate relevant information, emerging issues, and recommendations to department leadership and other appropriate partners.
- Lead or participate in special projects and initiatives related to kinship care as assigned, including researching issues, analyzing information, coordinating with appropriate partners, developing recommendations, and assisting with implementation.
- Attend meeting as assigned, serves on work groups, committees and participates on various projects or initiatives as deemed appropriate by Program Office.
- Perform other duties as assigned by the supervisor.

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

The position independently determines methods for analyzing KAC and kinship program operations, evaluates program and contract performance, identifies issues requiring corrective action or program modification, develops recommendations related to policy, budget and program operations, interprets applicable requirements, establishes processes for KAC operations and stakeholder participation, and determines the appropriate content and analysis necessary for program reports. Decisions and recommendations affect statewide kinship programs, contracted service providers, KAC members, individuals with lived experience, MDHHS program operations, and services available to kinship families.

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

Decisions that have significant fiscal implications, establish or substantially change department policy or program direction, impact other MDHHS administrations or departments, or involve sensitive or high-level issues require supervisory review. Final public reports, formal policy recommendations, significant contract actions, and other materials requiring department approval are reviewed by management prior to release or implementation.

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.

Considerable sitting to review documents, attend workgroups and committee meetings, and working on the computer for extended periods of time. Moderate travel outside the building throughout the state for meetings and rare out of state travel for meetings or conferences. This could require long hours of driving in various weather and traffic conditions.

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):

- | | |
|---|--|
| ☐ 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?

The essential duties of this position include administration and continued development of the Michigan Kinship Advisory Council; advanced analysis and evaluation of statewide kinship programs and contracted services; contract and budget monitoring; data analysis and required reporting; development of policy and program recommendations; and coordination and evaluation of statewide kinship initiatives, stakeholder engagement activities, conferences, and special projects.

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

New

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

The work area is responsible for the development, implementation, oversight, and continuous improvement of programs, policies, and initiatives supporting children placed with relatives and kinship families. This position provides advanced analytical, programmatic, and coordination support for statewide kinship initiatives, including the Michigan Kinship Advisory Council and contracted kinship services. The position supports the bureau by analyzing program performance and data, monitoring contracts and budgets, developing recommendations, coordinating stakeholder engagement, and supporting statewide strategies to improve services and outcomes for kinship families.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Preferred experience: Experience in child welfare

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

As per the Civil Service Job Specification along with:

Knowledge of the child welfare service delivery system with an emphasis on program and policy analysis, evaluation, and coordination and collaboration of large groups.

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:

NA

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.

NA

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

LORA ADEE

10/22/2026

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