

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
3901-26-PH-HW-033-EST

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 and Wellness
4. Civil Service Position Code Description Department Specialist-2	10. Division Chronic Disease and Injury Control
5. Working Title (What the agency calls the position) Tobacco Health Strategy and Policy Specialist	11. Section Tobacco
6. Name and Position Code Description of Direct Supervisor Hitchingham, Julia B, State Administrative Manager 1	12. Unit Tobacco Prevention and Control
7. Name and Position Code Description of Second Level Supervisor HITCHINGHAM, JULIA B; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 320 S. Walnut. Lansing, 48933 / M-F, 8-5

The Tobacco Health Strategy and Policy Specialist for the Tobacco Section is the sole source of policy expertise in the Tobacco Section. The tobacco health strategy and policy specialist is responsible for all duties related to policy for the tobacco control program, which is highly political, and is responsible for numerous bill analysis annually. This position supports the Smoke Free Air Law enforcement program the Tobacco Section is legally mandated to provide. The Smoke Free Air Law enforcement program receives considerable annual political focus and receives numerous legislative inquiries and FOIA requests annually and bills introduced. A comprehensive tobacco control program must include specialized policy efforts at the local, state and national level to be successful in reducing tobacco use rates. This specialized policy role is critical to the Tobacco Section's success in reducing tobacco use rates.

This position tracks tobacco-related bills, budget introductions, and policies at the local, state and national level. This position develops summaries of bill updates, budgets, policy work and creates bill analysis working closely with MDHHS Legislative Affairs and Legal Services. This position supports funded and unfunded coalitions and local organizations in their policy strategies. This policy specialist position supports the Michigan Indoor Smoke Free Air Law program in the Tobacco Section related to legislative and executive inquiries, bill analysis, and completing required statutory requirements.

As the tobacco policy specialist, this position leads policy work that is critical in a comprehensive tobacco control program. This includes providing direct policy tasks, coordinating and collaborating with community coalitions working on state and local policies, collaborating with national partners working toward policy change, supporting tobacco section staff on policy strategies and policy technical assistance local partners may need. This specialist provides contract oversight and technical assistance to community contracts that address strategic policy objectives. The National and State Tobacco

Control grant through the CDC has significant required policy activities as part of a comprehensive tobacco control program that this position is responsible.

The Tobacco Section utilizes a community driven approach and requires all staff to partner and collaborate with community members who are the experts in their community. This position must utilize a framework in the development and implementation of partner relationships that allows partners to identify their community needs and desired methods to address them including programs, strategies, and training to ensure we are working collaboratively and successfully to reduce high tobacco use and prevent tobacco use. As requested, we provide technical assistance, data, and suggestions to help community partners achieve their goals.

This position will require travel throughout the state to collaborate, provide technical assistance, and attend meetings.

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: 70

Lead tobacco policy activities, collaboration, consultation and partnership as the policy expert for the Tobacco Section. Develop policy related updates; tracking of policies at the local, state and national level; track bills and complete bill analysis as requested by legislative affairs, update and respond to bill and legislative inquiries from MDHHS. Provide updates about local and state policies to the Tobacco Section, MDHHS administration, coalitions and local staff. Collaborate and maintain partnerships with local, state, and national key partners and coalitions who engage in strategic tobacco policy work. Support key policy and mandated work in the Smoke Free Air Law Enforcement program.

Individual tasks related to the duty:

- Track tobacco-related bills, budget introductions, and policies at the local and state level.
- Develop summaries of bill updates, budgets and policy work.
- Develop bill analysis, working closely with MDHHS Legislative Affairs and Legal Services.
- Create and maintain policy resources to include but not limited to model policies and tool kits. Ensure these resources are inclusive of the protections of traditional tobacco used by many indigenous populations and Tribes. Work with MDHHS Tribal Government Services and Policy for consultation and language review.
- Create and disseminate policy reports that may include K-12 school and college/university campus policies and smoke free housing. Develop required paperwork to process these policy reports through the MDHHS approval processes.
- Support internal and community projects to improve commercial tobacco free policies.
- Provide support to the Tobacco Section Smoke Free Air Law Enforcement program. This could include but is not limited to policy implications, bill analysis, FOIA and legislative inquiries and affidavit reviews.
- Develop model policies and policy related toolkits to support community level policy activities and policy passage.
- Ensure policy development considers the positive and unintended consequences for all populations. Ensure consultation with MDHHS Tribal Government Services and Policy Division and language review and Tribes as needed.
- Work with communities with high rates of tobacco use, who often have high rates of health conditions and treatment barriers to create collaborative initiatives at the grassroots level for strategic change. Ensure their voice and perspectives are present and heard in strategic discussions internally and with partners and at the state level.
- Communicate, coordinate and collaborate with tobacco policy focused coalitions at the local and state level. Ensure that the policy priorities of the Tobacco Section are communicated and that policy plans of coalitions are communicated with Tobacco Section management.
- Partner with universities, colleges, and other organizations to assess needs, status of policies, and conducts surveys, focus groups and key information interviews with impacted groups. Collaborate with these organizations on initiations or improving tobacco free policies.
- Support and collaborate with local organizations, schools, and other Tobacco Section staff to educate and enhance the cross-cutting work in K-12 schools as part of equitable wrap around support with this position's focus being policy change strategies to address tobacco use amongst students.
- Partner, coordinate, and utilize policy resources from national partners who are focused on tobacco policy and share with the Tobacco Section and other partners.
- Provide tobacco policy strategies and resources to partners through newsletters, meetings, and other forms of communication.
- Develop and provide tobacco policy training and presentations to local, Section and other partners as requested and approved.
- Collaborate with Tobacco Section staff and local staff on cross-over activities and work that have policy and program implications by providing policy strategies, technical assistance, and outcome assessment.
- Responsible for CDC policy workplan strategy development, policy reporting, attending national policy meetings and webinars.
- Develop and maintain a positive, trustworthy, credible, professional relationship with state and local partners.
- Represent the Tobacco Section and MDHHS at federal and state meetings and conferences.
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Duty 2

General Summary:

Percentage: 20

Responsible for providing policy guidance as the primary contact to support and manage local and university/college subcontracts that are focused on tobacco policy activities.

Conduct sub-contractual monitoring, including, but not limited to, site visits and desk audits, as needed; review subcontract budgets and expenditures and approve financial status reports; review progress reports and provide feedback. Provide technical assistance toward the project goals and objectives and maximize opportunities for collaboration.

Individual tasks related to the duty:

- Work with tobacco program staff to develop annual policy outcomes. Work with local contract agencies to share the outcomes and hear what workplan objectives and activities will lead their community to support these outcomes; agree upon workplans and budgets with each agency at the beginning of the fiscal year; assess each contract agency's contract risk, based on departmental audit guidelines.
- Provide ongoing technical assistance and program consultation to local contract agencies to support achievement of agreed upon contract outcomes and how they are meeting them with activities that support their community's needs.
- Assess and respond to regional and internal needs for training and support for specific projects and opportunities.
- Conduct at least one site visit annually with contractors and provide a written report.
- Work with Tobacco Section staff to develop and ensure tobacco policy strategies and resources are included in partner meetings.

Duty 3

General Summary:

Percentage:

Complete other tobacco prevention-related assignments as requested.

Individual tasks related to the duty:

- Engage in training and learning opportunities related to supporting the communities we serve, tobacco prevention and control strategies, required training, and other topics as needed, identified, or assigned.
- Represent the Tobacco Section at meetings and while providing training within the department and with outside agencies.
- Contribute to the Tobacco Section's written reports for the policy workplan activities for the State and CDC.
- Work with other staff in writing grant applications for tobacco-related projects or program reports.
- Provide staff support for developing department policies and procedures for tobacco control and prevention.
- Support the division's initiatives and collaborative work.

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

- Professional judgment regarding the appropriateness and validity of policy strategies and recommendations designed to promote tobacco prevention and control initiatives.
- Decisions regarding collaboration with national, state, and local partners and stakeholders. These decisions affect the viability of proposed tobacco control interventions.
- Decisions regarding contract workplan development and evaluation. These decisions affect local contractors' duties, reporting requirements and evaluation.
- Decisions regarding the content of public presentations related to the Tobacco Program. These decisions affect the public's understanding of tobacco-related issues.

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

- Decisions regarding the allocation of funds for tobacco control projects and activities.
- Decisions regarding inquiries from the media, MDHHS, and elected officials.
- Bill analysis, policy recommendations, reports, training decks, policy reports and model policies must be reviewed prior to leaving the Section.
- CDC grant workplans, budgets and reporting.
- Decisions or actions that may have implications for the department should be evaluated at a higher level.
- Decisions regarding contract development, the content of public presentations related to the Tobacco Program, or decisions regarding collaboration with national, state, and local partners and stakeholders. These decisions affect the public's understanding of tobacco-related issues.

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.

This position primarily consists of office work such as computer keyboard typing, sitting in front of a computer and screen, and in person or video meetings; light lifting of laptops, small boxes, or materials is common. Driving to and from meetings,

conferences, site visits and trainings is required. Travel with overnight stays is required occasionally. Occasional out of state travel may be required for presentations at conferences or conference attendance.

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?

23. What are the essential functions of this position?

Duties 1-4 above.

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

This position's duties have expanded and been revised since vacancy. In response to evolving needs due to political changes, the Tobacco Section's number of legislative inquiries, hearings, and tobacco and Smoke Free Air Law related work has increased dramatically. The CDC Office of Smoking and Health (OSH) grant has been reinstated by Congressional budget bill for a 5 year period, and this policy position has numerous grant related work and position requirements that are required and no other staff has the training, education, or experience to fill both of these needs.

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

The Tobacco Section is responsible for tobacco prevention and treatment for the State of Michigan. The section also receives Healthy Michigan funds which by legislative definition are specifically directed toward the health and welfare to the residents of Michigan. The Tobacco Control Program and Smoke Free Air Law Enforcement Program are highly political, have significant legislative involvement, CDC grant policy requirements in the workplan and reporting, and policy development and interpretation at the local, state and national level. A comprehensive tobacco control program includes extensive policy activities and strategies and the Michigan Indoor Smoke Free Air Law that the Tobacco Section is statutorily responsible for enforcing, is highly political and has significant policy and legislative work. To achieve these requirements, the policy position is responsible for all legislative inquiries, tracking bills and budget bills, developing bill analysis and working with MDHHS Legislative Affairs. This policy position coordinates and collaborates with local, state and national tobacco policy coalitions and organizations. This policy position works closely with Legal Affairs and the Public Health Law Center to determine appropriate and legally feasible tobacco strategies and policy development. This position works closely with MDHHS Tribal Government Services and Policy office to ensure that tobacco policies and strategies have accurate and appropriate protections and language for traditional and sacred tobacco and ceremonies and to engage in the consultation process with Tribes to ensure sovereign nations have a voice in state and local policies that may impact their tribal citizens.

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.

Prefer a bachelor or master's degree in health policy, public policy, political science, public administration and policy, or public health policy.

EXPERIENCE:

Departmental Specialist 13

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

Prefer experience in tobacco-related policy issues at the state and local level, experience with legislative processes, experience or familiarity with bills and bill analysis, experience working with community organizations or members.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Prefer, familiarity with state government.
- Prefer knowledge of tobacco-related issues and complex public health strategies to reduce smoking and tobacco use.
- Knowledge of the initiation, development, accomplishment of public health strategies including policy, how evaluation informs program and strategic policy directions.
- Ability to collaboratively work with various persons, communities, and perspectives to advance public health interventions including policy.
- Ability to work with communities create collaborative initiatives at the grassroots level for strategic change.
- Ability to work effectively on a diverse team.
- Knowledge of, experience in, and value for a community-centered approach in contracts, strategies, program development, implementation and involving the community as equal partners who are experts of their community's needs and strategies.
- Experience developing and implementing systems, and environmental change initiatives.
- Ability to organize, evaluate, and present information effectively.
- Experience coordinating statewide interagency, multi-disciplinary task forces and work groups on public health initiatives.
- Ability to interpret laws, rules, and regulations related to tobacco prevention and control.
- Ability and experience in tracking tobacco-related bills
- Ability and experience in completing bill analysis.
- Prefer legislative experience, collaborating with legislative areas of a state department, collaborating with legal services.
- Prefer experience in completing FOIA, legislative or administrative inquiries.
- Prefer experience in government processes and evaluation of proposals.
- Experience analyzing and writing briefs on proposals related to tobacco and public health.
- Experience overseeing budgets, grants, and contracts.

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:

Valid State of MI driver's license is preferred.

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