

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

Position Code 1. STDIVADMI73N

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 STATE DIVISION ADMINISTRATOR	10. Division Juvenile Justice
5. Working Title (What the agency calls the position) Juvenile Justice Program Director	11. Section
6. Name and Position Code Description of Direct Supervisor HOUSE, ERIN; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HOUSE, ERIN; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 235 S. Grand Ave., Lansing, MI. / Monday to Friday, 8-5

14. General Summary of Function/Purpose of Position

This position serves as the director of Juvenile Justice Programs (JJP) within the Children's Services Administration. JJP is responsible for the development and implementation of programs for the state's entire population of adjudicated delinquent wards as well as several thousand court wards and at-risk youth. This position directs the activities of professional and non-professional employees in a statewide operation with both centralized administration and local office staff. This position is responsible for oversight of state-run juvenile justice facilities; development, administration and monitoring of community services and programs for juveniles (e.g., re-entry, Michigan Rehabilitation Services (MRS), Regional Detention Support Services (RDSS), etc.; development and implementation of JJ-related training and conferences; analysis of legislative priorities; JJP program budget.

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: 30

Provide leadership in shaping the direction of the state's complex juvenile justice system at every level of government. Direct administrative responsibility for day-to-day operation of MDHHS residential care facilities for delinquent youth.

Individual tasks related to the duty:

- Direct and supervise assigned staff and managers in the JJP office.
- Provide direction in the administration of program objectives, budget and operations for state-operated JJ facilities.
- Direct ongoing quality assurance and monitoring of youth and staff safety and programming in state-operated JJ facilities.
- Oversee and support state-operated facilities in compliance with state and federal requirements (licensing, PREA, etc.)
- Maintain continuous and close communications and supervision of subordinate state-operated JJ facilities.
- Respond in a timely manner to all needs of courts, youth/families and the community related to the state-operated JJ facilities

Duty 2

General Summary:

Percentage: 40

Oversee development and monitoring of statewide Juvenile Justice programs, services, contracts, and funding.

Individual tasks related to the duty:

- Provide direction in the administration of state juvenile justice program objective and operations.
- Oversee and direct the planning, development, and implementation of a wide range of complex funding sources and budgets that support the operation of state juvenile justice programs, services, and facilities.
- Develop and maintain working relationships with Juvenile Justice stakeholders including, but not limited to courts, prosecutors, police, county- and court-operated treatment and detention facilities, privately-operated treatment and detention facilities, juvenile justice local office supervisors and staff, legislators, and advocacy organizations.
- Identify program, system and process initiatives and improvements including but not limited to addressing racial disparities and trauma-informed programming.
- Oversee development and implementation of new juvenile justice programs, services, and initiatives.
- Coordinate implementation of statewide juvenile justice system changes.
- Maintain ongoing awareness of juvenile justice trends and initiatives across the nation; assess potential for development and/or implementation in Michigan.
- Advocate within the state system for improvements and changes.
- Directs and advises JJP management team and staff in the resolution of sensitive, complex and precedent-setting situations, determining the appropriate course of action and delegating assignments, authority and responsibility to accomplish practical resolutions in combined operations with other state and local governmental units.
- Establish management controls for follow-up of situations and for continuous quality improvement of daily operations.

- Lead and motivate residential care managers and directors in development and implementation of quality programs to meet the department's mission and legislative requirements.

Duty 3

General Summary:

Percentage: 20

Support the state's implementation and compliance with juvenile justice federal and state mandates including but not limited to Office of Juvenile Justice Delinquency Prevention (OJJDP) State Plan.

Individual tasks related to the duty:

- Direct staff in support of the Michigan Committee on Juvenile Justice (MCJJ) and its strategic objectives.
- Implement and monitor Prison Rape Elimination Act (PREA) audits and corrective action plans.
- Supervise and direct quality assurance activities for statewide and local JJ data, programs and services.
- Direct development, monitoring and submission of state and federal reporting requirements.
- Ensure appropriate inclusion of dual wards, aka cross-over youth.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Lead and participate in department, Children's Services Administration, and community workgroups, task forces, and partnerships.
- Administrative tasks related to management of staff.

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

Position makes a large number of independent decisions that affect direct MDHHS institutional program operations, juvenile justice facility budgeting, alternative funding sources, public and purchased care program development and evaluation, program openings, closings and redesign quality control. MDHHS residential care staff, delinquency local office staff, private agencies and delinquent state wards in DMHHS care are affected by these decisions. Decisions are statewide in scope and affect a complex array of programs and situations.

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

Final decisions regarding the operation of existing facilities or portions of facilities must be cleared with immediate supervisor. Major statewide program initiatives and issues with local impacts must be brought to immediate supervisor.

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.

Standard office environment. Periodic travel is required.

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>
	STATE ADMINISTRATIVE MANAGER-1 15		SOCIAL SERVICES DIVISION ADMIN 17
	SOCIAL SERVICES DIVISION ADMIN		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| Y | Complete and sign service ratings. | Y | Assign work. |
| Y | Provide formal written counseling. | Y | Approve work. |
| Y | Approve leave requests. | Y | Review work. |
| Y | Approve time and attendance. | Y | Provide guidance on work methods. |
| Y | Orally reprimand. | Y | 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?

This position serves as the director of Juvenile Justice Programs (JJP) within the Children's Services Administration. JJP is responsible for the development and implementation of programs and policies for the state's entire population of adjudicated delinquent wards as well as several thousand court wards and at-risk youth. This position directs the activities of professional and non-professional employees in a statewide operation with both centralized administration and local office staff.

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

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

This position serves as director of Juvenile Programs for the state of Michigan and functions as expert in the operation of juvenile justice/delinquency population and services.

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 Division Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Division Administrator 17

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

As listed on the Civil Service job specification.

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.

NA

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

LORA ADEE

10/14/2026

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