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.

<table>
<thead>
<tr>
<th>2. Employee’s Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MDHHS-DPT OF HUMAN SVC CNTL OF</td>
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<thead>
<tr>
<th>3. Employee Identification Number</th>
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<tr>
<th>4. Civil Service Position Code Description</th>
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<tbody>
<tr>
<td>DEPARTMENTAL ANALYST-A</td>
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</table>

<table>
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<tr>
<th>5. Working Title (What the agency calls the position)</th>
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<tbody>
<tr>
<td>Division of Continuous Quality Improvement Compliance Analyst</td>
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<table>
<thead>
<tr>
<th>6. Name and Position Code Description of Direct Supervisor</th>
</tr>
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<tbody>
<tr>
<td>MCSURELY, MICHAEL C; STATE ADMINISTRATIVE MANAGER-1</td>
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</tbody>
</table>

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<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
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<tbody>
<tr>
<td>BUCHANAN, DEBORA L; STATE OFFICE ADMINISTRATOR 17</td>
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</table>

<table>
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<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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<tbody>
<tr>
<td>This position functions as the recognized resource with responsibility for the analysis and reporting of data and information impacting the state’s child welfare reform efforts and improvement activities. These duties involve working cooperatively in conjunction with Children’s Services County Directors, the Business Service Center Directors, the Children’s Services Agency and others who are directly impacted by and interested in the achievement of quality service delivery and outcomes. Position is responsible for working with complex components of the child welfare system in all areas of program development directed toward improving the quality and availability of children’s services in the state.</td>
</tr>
</tbody>
</table>
# Duties

## Duty 1

**General Summary:**
As the recognized resource, the position analyzes key information for the DCQI Manager and DCQI Division Director for use in the evaluation of compliance and performance improvement. Assists in managing information generated by the Children’s Services Agency related to the improvement of the child welfare system, including data collection, data analysis and related reports.

### Individual tasks related to the duty:

- Coordinate and prioritize activities related to position function.
- Analyze data and develop reports necessary for the CSA to achieve required performance outcomes.
- Utilize current data, comparative data and trend projections to contribute to evaluation of program performance.
- Review submitted materials for compliance that include specific requirements to ensure consistency, accuracy, appropriateness and completeness of content.
- Make recommendations on program performance.
- Assist DCQI Manager to develop and recommend strategies to improve program performance and client outcomes.
- Monitor and re-evaluate process improvements to ensure that changes impacted improvement as intended.
- Provide technical and programmatic assistance to CSA Managers and analysts in the coordination of compliance and child welfare improvement planning and reporting.

## Duty 2

**General Summary:**
As the recognized resource, the position prepares reports regarding compliance and improvement activities for submission to the DCQI Manager, the DCQI Division Director, CSA Administration, including Division Directors, Unit Managers, BSC Directors and local County Directors and their staff as deemed appropriate by DCQI Manager.

### Individual tasks related to the duty:

- Develop reporting mechanisms and facilitate regular reporting regarding performance on quality indicators, outcome performance, quality trends, and improvement activities.
- Prepare written reports outlining the department’s progress on meeting established goals.
- Submit all required reports to DCQI Manager and the DCQI Division Director.
- Develop reports and data for the DCQI Division Director in response for inquiries from the Governor's Office, Legislature, within CSA, outside partners, and vendors.
- Contribute to quarterly and annual DCQI evaluation reports.

## Duty 3

**General Summary:**
Supports all planning and evaluation activities implemented within Children’s Service Agency to ensure technical quality, usefulness, appropriateness, clarity of communication and alignment with the mission and priorities.

### Individual tasks related to the duty:
Develop and maintain professional standards for the design and implementation of CQI activities.

Act as consultant to staff from internal and external organizational units regarding quality assurance and CQI.

Represent the Unit on special project teams, task forces or other work groups formed to evaluate and make recommendations for changes in department processes.

Collaborate with management to prepare for review activities, follow up on reviews and program improvement plans.

Duty 4

General Summary: Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Attend meetings, conference calls, and represent Division on committees, as assigned.
- Develop reports and other correspondence as requested.
- Prepare presentations on related child welfare improvement activities.
- Keep Manager and CQI Division Director informed concerning program performance and other program improvement activities.

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

Decisions appropriate to authorized authority.

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

Consults with management on decision involving politically sensitive issues or programs.

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 functions in a normal office environment which may include sitting, standing, bending and extended periods of computer work. Periodic travel 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.

Additional Subordinates

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

<table>
<thead>
<tr>
<th>Task</th>
<th>N</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Complete and sign service ratings.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Provide formal written counseling.</td>
<td>N</td>
<td></td>
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<tr>
<td>Approve leave requests.</td>
<td>N</td>
<td></td>
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<tr>
<td>Approve time and attendance.</td>
<td>N</td>
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<tr>
<td>Orally reprimand.</td>
<td>N</td>
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<tr>
<td>Assign work.</td>
<td>N</td>
<td></td>
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<tr>
<td>Approve work.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Review work.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Provide guidance on work methods.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Train employees in the work.</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

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?
Position is the recognized resource responsible for the monitoring and analysis of compliance and child welfare improvement within the State of Michigan. The position is responsible for working with components of the child welfare system directed towards improving the quality of children’s services. Position will analyze performance and track statewide child reform activities. Position will develop and prepare reports on all activity related to compliance and prepare required reports for the division, agency, department, legislature, and others as directed.

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

This position description is being updated to reflect the most current duties under the Child Welfare Compliance Unit (as it was recently moved there). This position was updated earlier this year under the previous manager and recognized as functioning under the approved senior standards that existed at that time. This position is no longer functioning under the senior standards and is considered to be the recognized resource for evaluating compliance and performance.

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

DCQI is responsible statewide CQI activities and federal reporting. Position functions as an analyst and report writer for DCQI. The primary functions of DCQI are to ensure that consistent, high quality services are delivered to the children and families assigned to our care; to improve permanency, safety and well-being of children in care; to reduce the possibility or adverse occurrences and to maintain a system for continuous quality improvement.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:
N/A

CERTIFICATES, LICENSES, REGISTRATIONS:
N/A

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 12/9/2016
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.