

**State of Michigan
Civil Service Commission**

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

Position Code

1. PBHCST2AA52R

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.) Vacant	8. Department/Agency DCH-COM HEALTH CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Division of Chronic Disease and Injury Control
4. Civil Service Position Code Description PUBLIC HEALTH CONSULTANT-2A	10. Division Chronic Disease and Injury Control
5. Working Title (What the agency calls the position) Cardiovascular Health Consultant	11. Section Cardiovascular Health, Nutrition and Physical Activity Section
6. Name and Position Code Description of Direct Supervisor SCORCIA-WILSON, THERESA; STATE ADMIN MGR 15	12. Unit Heart Disease and Stroke Prevention
7. Name and Position Code Description of Second Level Supervisor SCORCIA-WILSON, THERESA; STATE ADMIN MGR 15	13. Work Location (City and Address)/Hours of Work 109 W MICHIGAN AVE; LANSING, MI 48913 / 8-5, M-F

14. General Summary of Function/Purpose of Position

This second advanced level consultant position functions as the statewide worksite wellness specialist working with national, other state departments, and statewide and local businesses on implementing worksite wellness and chronic disease prevention programs. This position serves as the state level expert in worksite wellness. The position will also develop contracts and provide guidance, consultation and training to contract agencies in the design, development and implementation of interventions to more effectively prevent and control chronic disease in the work site environment. The position will also assist in coordinating integrated Division level activities and reports, and will participate as a lead member on the Division's Work Site Wellness Committee. The position will seek and respond to funding opportunities for the section and the Division. The consultant will work with other state staff within the Division and the Department to implement statewide, regional and local prevention and disease management efforts within their program areas.

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: 60

Lead MDHHS statewide worksite wellness efforts through participation in statewide worksite wellness councils, development and maintenance of worksite resources, consultation and technical assistance to Michigan businesses, and evaluation of worksite wellness initiatives. Lead worksite wellness efforts within MDHHS Chronic Disease and Injury Control and Family and community Health Divisions. Assist with planning, developing, implementing and evaluating interventions related to worksites as part of the governor's Michigan Health & Wellness 4 x 4 Plan and Michigan Getting to the Heart of the Matter initiative.

Individual tasks related to the duty:

- Lead and participate in committees, including the business 4 X 4 workgroup.
- Lead multi-division worksite wellness committee.
- Plan, implement and evaluate statewide worksite wellness initiatives.
- Develop and revise tools for implementation of statewide wellness initiatives.
- Design strategies for statewide program implementation and worksite interventions to be utilized when providing consultation.
- Implement consultation through on-site visits and phone calls.
- Identify resources of value to local agencies based upon needs assessment.
- Facilitate communication and coordination among state, local and governmental agencies.
- Develop work plans, provide oversight and technical assistance for contract awards.

Duty 2

General Summary:

Percentage: 15

Actively seek and respond to funding opportunities for worksite health promotion programming and chronic disease prevention. Provide oversight in submission of section and division requests for funding. Prepare requests for proposals, program agreements, and related materials for soliciting and establishing state supported health programs at the local level.

Individual tasks related to the duty:

- Initiate search for funding opportunities related to chronic disease prevention and management, with a focus in worksite health promotion programming.
- Collect applicable background, needs, and intervention information and assist in writing a funding proposal.
- Follow up with funders to learn why proposal was not chosen, if applicable.
- Participate in grant application informational meetings prior, during and after proposal is funded.
- Report on grant progress as required by the funder.

Duty 3

General Summary:

Percentage: 15

Lead division workgroup to address coordination of partner activities for more effective chronic disease prevention and management interventions. Represent division at meetings within the department and with outside agencies; contribute to written reports; respond to requests for information from the general public; participate in annual planning process; participate and complete other tasks as assigned.

Individual tasks related to the duty:

- Participate in strategic partnership workgroup, leadership team, and division meetings to assist in coordination of statewide chronic disease and health promotion initiatives.
- Work with staff in other DCDIC Sections to implement cardiovascular disease prevention and control efforts along with their specific program efforts.
- Work with staff in other MDHHS areas to implement cardiovascular disease prevention and control efforts along with their specific program efforts.
- Prepare and assist in report writing.
- Participate in division workgroups to address employee professional development and engagement activities.
- Coordinate communication for submission to department for release, such as press releases and social media messages. Participate in division social media workgroup.

Duty 4

General Summary:

Percentage: 10

Lead work site wellness trainings such as policy, reporting and program development to improve the health of employees across the state.

Individual tasks related to the duty:

- Assess contract agency training and support needs.
- Gather information from agencies and section staff related to training content and development
- Develop needed training or support activities.
- Schedule and facilitate training or support events; attend agency functions such as advisory board meetings.

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

- Develop goals, objectives and evaluation for worksite wellness initiatives.
- Develop wellness initiatives for Michigan businesses to implement using the 4 x 4 tool.
- Develop contract agency work plans.
- Train worksite coordinators in comprehensive wellness program curriculum.

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

- Decisions regarding allocating funds to annual projects.
- Decisions about responses from the media.
- Decisions about program direction and priorities.
- Develop evaluation materials and methods.

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.

Physical activities include: standing, sitting, walking, lifting and transporting materials and computers, and travel to trainings and appropriate meetings.

Conditions/hazards: job will likely involve exposure to general office noise (phones, computer, printer, etc.).

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.

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?

This position serves as the statewide consultant/work site wellness expert, and works with statewide chronic disease prevention and health promotion programs, regional and local agencies to develop, implement and coordinate programs to improve employee health and wellness in a variety of work site settings across the state. In addition, this position provides technical assistance and resources related to work site wellness to other state chronic disease prevention and health promotion programs, as well as agencies working with all types of businesses across the state.

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

This position's duties/responsibilities have grown over time and it now functions as the second advanced level consultant that serves as the state work site wellness expert for the Division of Chronic Disease and Injury Control. This position will also serve as the statewide expert and consultant for work sites across the state that will involve conducting statewide training and will also serve as the lead in monitoring employee wellness programs at a statewide level offering feedback and input for program improvement. This position will also lead division workgroups to address coordination of partner activities for more effective chronic disease prevention and management interventions across the state. This position will also lead worksite interventions for the Getting to the Heart of the Matter in Michigan initiative.

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

The Cardiovascular Health, Nutrition and Physical Activity Section works towards a reduction in the onset of and burden of cardiovascular disease, stroke and obesity in Michigan. This section is responsible for statewide heart disease and stroke prevention and control efforts, obesity prevention and promotion of healthy eating and physical activity. A priority area in this section is work site wellness, as increasing health behaviors related to nutrition and physical activity can ultimately prevent heart disease and stroke as well as obesity.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a Master's Degree in Public Health or a related field.

EXPERIENCE:

Public Health Consultant 13

Four years of professional, post-master's experience as a consultant in a field of public health equivalent to a Public Health Consultant, including two years equivalent to a Public Health Consultant P11 or one year equivalent to a Public Health Consultant 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of worksite wellness programming, including physical activity and healthy eating, community health promotion research and practical application, basic evaluation design and report writing and a strong background in chronic disease prevention behavioral strategies are all desirable. A working knowledge of word processing, specifically programs in Microsoft Office as well as the ability to work with online surveys and other types of tools.

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.

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