This position description serves as the official classification document of record for this position. Please complete this form 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>Corrections</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Correctional Facilities Administration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Administrative Manager-1</td>
<td>Bureau of Health Care Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substance Abuse Services Manager</td>
<td>Mental Health Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawdy, David; State Division Administrator</td>
<td>Substance Abuse Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gulick, Lia L; Health Care Administrator</td>
<td>Grandview Plaza - 206 E. Michigan Ave., Lansing, MI 48933</td>
</tr>
<tr>
<td></td>
<td>8:00am - 5:00pm, Monday - Friday</td>
</tr>
</tbody>
</table>

14. General Summary of Function/Purpose of Position

This position is responsible for management and administration of the substance abuse services section. This position provides managerial oversight for the Department’s substance abuse treatment programs AND drug testing programs. The substance abuse services manager plans, organizes, and directs the work of various employees to develop and implement evidenced based programs designed to reduce relapse and recidivism among the offender population. This includes program development, program implementation, program evaluation, development of policy and procedures, development of budgets and expenditure plans, working with staff and contractors, preparing reports and submitting grant applications.
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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary of Duty 1</th>
<th>% of Time</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Develop, implement, evaluate, revise and update the Department’s substance abuse and community based treatment programs. Manage treatment contracts and the bidding process of these contracts.</td>
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<td></td>
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</tbody>
</table>

**Individual tasks related to the duty.**

- Develop, review and revise substance abuse programs designed to address the needs of the Correctional Facilities Administration, the Field Operations Administration, and the needs of the offender populations.
- Develop pilot programs and models for new approaches to the delivery of substance abuse programming. Evaluate the pilot program for effectiveness and revise the programs as needed.
- Conduct literature reviews and best practice recommendations for substance abuse treatment.
- Review, develop and revise the Department’s substance abuse treatment programs to ensure current evidenced based curriculums and standards are utilized and best practices for effective offender treatment are followed.
- Coordinate Residential Substance Abuse Treatment (RSAT) and Advanced Substance Abuse Treatment programs by designing them, monitoring their implementation, evaluating their effectiveness, and modifying the program as needed.
- Oversee the utilization of Prison Based treatment programs. Coordinate and collaborate with Correctional Facilities Administration to ensure programming space, prisoner holds and transfers and additional needs are addressed and available to maximize utilization. Coordinate and collaborate with the Parole Board and other administrations to ensure proper utilization.
- Oversee the Program Services Unit that serves as a gatekeeper for community-based residential treatment.
- Participate in the preparation of Request for Proposals or Invitations to Bid process as well as the contract selection, preparation, training and implementation process for all contracted services.
- Monitor the contractual services of all vendors or contractors. This includes contractual and clinical fidelity checks, contractual and clinical audits, program evaluation, contract compliance, and utilization reviews.
- Develop programmatic audit plans for the review of MDOC administration and contractors.
- Review and act on programmatic audits of contractors. Assist in programmatic audits and fidelity site visits as necessary.
- Hire and supervise staff to carry out the unit’s programs and activities.
- Conduct meetings with Departmental staff or contractors who assist in supporting the unit, such as finance, data processing, research, etc. Meeting topics include operating problems, budget and expenditures, program development, technical issues, and reports to the legislature and external bodies.
- Identify staff development needs and training needs.
- Ensure that proper labor relations and employment conditions are met.
Duty 2
General Summary of Duty 2  % of Time  15
Develop and implement the drug testing programs for all offenders under MDOC supervision in accordance with Departmental policy and statutory regulations.

Individual tasks related to the duty.
- Draft departmental drug testing policy and procedures.
- Draft Invitation to Bid documents for controlled substance testing of the offender population.
- Coordinate and monitor the contract(s) for drug testing services, act as liaison and Contract Administrator.
- Draft drug testing contracts for use with DTMB purchasing procedures. Prepare amendments and otherwise modify the testing procedures as necessary.
- Propose allocations of drug testing supplies according to testing budgets.
- Monitor the expenditures and use of testing resources. Work with the contractor(s) to resolve testing problems.
- Review and approve the drug testing training materials and manuals.
- Develop and conduct offender drug testing for the departmental staff.

Duty 3
General Summary of Duty 3  % of Time  10
Develop budgets, expenditure plans and expenditure projections for the treatment and testing programs.

Individual tasks related to the duty.
- Develop proposals to obtain federal funding through various treatment and drug testing grants.
- Develop substance abuse budget projections for the department to submit through the departmental/legislative process.
- Develop proposed substance abuse budget allocations for the approval of the Department’s CFA and FOA.
- Develop plans and monitor the expenditures of the section.
- Participate in the review of expenditure and projections.
- Collaborate with Finance to create annual budget proposals for Substance Abuse Services.
Duty 4

General Summary of Duty 4  % of Time  **10**
Develop policies and procedures, draft Federal Grant applications, prepare position statements, prepare reports to the legislature and serve on Departmental and interdepartmental committees regarding substance abuse treatment issues.

Individual tasks related to the duty.
- Develop and monitor procedures for:
  - The unit’s review of the competitive bid proposals.
  - The review and approval of contractor expenditures.
  - For audit of contractors.
  - For entry of treatment and testing data by the unit and within the Department.
  - The operation of the unit.
- Work with Department administrations to prepare departmental policy and procedures, train and educate about substance abuse treatment needs and programs, and collaborate to develop and implement necessary services.
- Communicate and collaborate with other Corrections Departments, Juvenile Justice systems, other State Department’s and community partners to share information on current and best practices, coordinate care for offenders in the communities, identify and develop solutions to barriers and issues for the offender population and treatment services, coordinate and collaborate resources.
- Monitor drug testing procedures and policy compliance, train, educate and support within the Department on drug testing.
- Assist drug testing contractors with the development of processes and procedures that are compatible with the needs of the Department and with the data processing unit.
- Develop procedures for the administration of treatment contracts. Assist with the development of procedures that are compatible with the needs of the Department and with the data processing unit.
- Represent the Department on various interagency and work groups.
- Analyze the impact of federal, state and local legislation, prepare position statements, and present testimony at hearings.

Duty 5

General Summary of Duty 5  % of Time  **5**
Provides program and utilization information to the Director of Mental Health Services Program to meet the requests of the Department of Corrections, the BHCS Administrator, auditors, and to meet the mandates of court actions. Responsible for other duties as assigned by the Director of Mental Health Services.

Individual tasks related to the duty.
- Completes and submits monthly reports to the Director of Mental Health Services.
- Responsible for other duties as assigned by the Director of Mental Health Services, including but not limited to providing emergency evaluations and referrals as necessary.
- Completes required MDOC and MHS annual training.
- Completes additional job specific training as required.
- Performs other related duties as requested by MHS Director or Assistant MHS Director, policy, procedure or Civil Service job description.
- Serves on committees as assigned, appointed or elected.
- Maintains drug and alcohol free condition at work as required by policy and provides necessary test samples.
- Complies with any lawful request from custody during mobilizations and other emergencies.
- Maintains credentials and competency in the clinical areas for which s/he is certified/licensed.
- Follows all policies, procedures, protocols and guidelines as well as professional standards of practice.
- Maintains acceptable time and attendance.
- Perform other duties as assigned.
16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions about daily operations of the unit, the organization of work, the preparation of reports, and the planning of the unit's activities.

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

The administrative supervisory requirements of leaves, assignment to committees or special projects and deviation from established procedures, program descriptions or established and accepted treatment modalities. Increase of staff levels, exceed of set budgetary limits, development of protocols or procedures, increase or decrease of specific program components or transfer of operations from one correctional facility to another, decisions that are politically sensitive, decisions that affect the performance of work by or services to other Administrations of the MDOC.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Requires prolonged sitting at a desk or computer terminal, regular travel to correctional facilities and contracted community agencies state wide; may require significant walking to and from offices and within correctional facilities.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS TITLE</th>
<th>NAME</th>
<th>CLASS TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elland, Darrin L.</td>
<td>Departmental Manager-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hills, Maurice D.</td>
<td>Departmental Specialist-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>Departmental Specialist-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wimberly, Lance A.</td>
<td>Departmental Analyst-A</td>
<td></td>
<td></td>
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<tr>
<td>Bennett, Ryan V.</td>
<td>Student Assistant</td>
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</tbody>
</table>

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

- X Complete and sign service ratings.
- X Assign work.
- X Provide formal written counseling.
- X Approve work.
- X Approve leave requests.
- X Approve time and attendance.
- X Review work.
- X Provide guidance on work methods.
- X Orally reprimand.
- X 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?
   Essential duties of this position are the planning, management and administration of the Department’s substance abuse treatment and drug testing programs.

24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.
   Since the last description, Substance Abuse Services has moved under the Bureau of Health Care and Mental Health Services providing greater involvement, collaboration and integration of substance abuse and mental health treatment. Substance Abuse Services has increased involvement and oversight of clinical service delivery, program development and the quality assurances for training clinical staff in evidenced based curriculum. Substance Abuse Services has begun gatekeeping of prison based outpatient services, coordinating with Correctional Facilities Administration for transfers and managing utilization to ensure programs are provided at capacity.

25. What is the function of the work area and how does this position fit into that function?
   The function of the work area is to oversee and administer all aspects of the Department’s substance abuse services to prisoners, parolees and probationers within the Michigan Department of Corrections. The work area also supports the Correction Facility Administration and the Field Operations Administration need for drug testing and treatment 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. An advanced degree as a psychologist, social worker, or registered nurse preferred.

**EXPERIENCE:**
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level. Two years of experience in managing complex substance abuse and mental health populations and treatment systems, in a correctional or forensic environment preferred. Two years of experience managing large and complex contracts and RFP processes preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Knowledge of federal, state and local relationships that impact substance abuse treatment operations. Extensive knowledge of current literature and best practices in the field of substance abuse treatment, drug testing, trauma treatment and mental health treatment including criminal justice populations. Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting and reporting. Thorough knowledge of methods of planning, developing, administering and evaluating programs and contracts. Thorough knowledge of program planning and implementation including staffing requirements including type, number and training necessary for the accomplishment of program goals. Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved. Ability to formulate policies, procedures and proposals based on information from varied, broad and complex sources. Thorough knowledge, skills and experience managing and providing leadership to a diverse staff that results in a positive culture of productivity, respect, initiative and collaboration. Knowledge and skills of working collaboratively with diverse Department and contract staff requiring communication and relationship skills to identify and solve problems and issues, resolve conflict and create mutually agreeable plans to ensure offenders receive quality services.

**CERTIFICATES, LICENSES, REGISTRATIONS:**
None

**NOTE:** Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature**  
**Date**

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

**Appointing Authority Signature**  
**Date**

**TO BE FILLED OUT BY EMPLOYEE**

*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’s Signature**  
**Date**

**NOTE:** Make a copy of this form for your records.