State of Michigan
Civil Service Commission

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

Position Code
1. STOFCADM

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-COM HEALTH CENTRAL OFF
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Office of Community Violence Intervention
4. Civil Service Position Code Description State Office Administrator	**10. Division**
5. Working Title (What the agency calls the position) Director, Office of Community Violence Intervention	**11. Section**
6. Name and Position Code Description of Direct Supervisor LYON-CALLO, SARAH; SENIOR DEPUTY DIRECTOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor HERTEL, ELIZABETH A; DIRECTOR	**13. Work Location (City and Address)/Hours of Work** 333 S. Grand Avenue, Lansing, MI 48933 / Standard Day Shift 40 hours/week

14. General Summary of Function/Purpose of Position

This position directs the Office of Community Violence Intervention (OCVI) with lead responsibility for planning, developing, and implementing policies and programs for community violence prevention. This position provides overall management and direction for program planning, budgeting, implementation and evaluation of programs. The individual will provide leadership and direction required to develop a scientific basis for identifying strategies that promote safety and contribute to community violence prevention, as well as the system changes needed to impact at-risk population groups. This position coordinates and integrates MDHHS community violence prevention efforts with other state agencies, systems of care, education, law enforcement, and community service systems to leverage resources, expand outreach and improve population health outcomes which contribute to the overall mission of the Department. Coordinates all budget, policy, data, personnel and labor relations, and continuous quality improvement efforts related to the office.

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:** **40**

Organize and administer the operations of the office and direct the activities of a staff of professional and nonprofessional employees in the implementation of agency programs and policies.

Individual tasks related to the duty:

- Create a working and learning environment that values diversity, equity and inclusion.
- Select and assign staff, assuring equal employment opportunity in hiring, promotion, and other employment practices; identify staff development needs and assure that training is obtained; assure that proper labor relations and conditions of employment are maintained.
- Establish program objectives, goals, and priorities and determine operating policies and implementation methods within the context of overall agency policies and guidelines.
- Review progress and activity reports, assess effectiveness of operations, and determine need for improvement.
- Coordinate all budget, policy, data, personnel and labor relations related to the office with appropriate central department staff.
- Advise staff in the resolution of sensitive, complex, or precedent-setting situations; determine appropriate course of action; assign responsibilities and monitor actions and responses.

Duty 2

General Summary: **Percentage:** **30**

Engage communities and other networks in finding solutions to community violence.

Individual tasks related to the duty:

- Address citizen groups, legislative committees, members of the press, and others regarding program and policy issues, as required.
- Coordinate strategic planning to engage multi-sector stakeholders and communities in identifying priority strategies to address community violence prevention and firearm safety in the state.
- Support programs in preparing and disseminating community violence prevention and firearm safety messages that include timely and relevant surveillance data and are shared in culturally-competent language and formats to priority audiences.
- Ensure that community input and data inform decision-making, priority setting, resource allocation and other actions taken by the office.
- Coordinate with other state and federal agencies, coalitions, organizations and champions interested in community violence prevention and facilitate collaborative efforts.

Duty 3

General Summary: **Percentage:** **15**

Plan, organize, implement and evaluate community violence prevention and firearm safety programs.

Individual tasks related to the duty:

- Provide leadership and oversight to office staff in establishing an efficient, equitable approach to allocating funding to communities to implement evidence-based and evidence-informed prevention strategies.
- Provide oversight to office staff supporting initiatives to address injuries and fatalities related to misuse of guns. This includes distributing trigger locks and gun safety boxes to households where children are present, education and outreach materials and services on suicide prevention and other gun violence prevention programs that have been demonstrated to be effective in reducing firearm deaths and injuries.
- Provide direction and oversight for overall evaluation plan for the office and evaluation of local programs.

Duty 4

General Summary: **Percentage:** **10**

Monitor violence- and firearm-related scientific, surveillance, epidemiological, and policy data to track morbidity and mortality trends and other health impacts in the state.

Individual tasks related to the duty:

- In collaboration with the Bureau of Epidemiology and Population Health, create detailed reports and respond to requests for information regarding morbidity and mortality, as well as data from other sources in order to describe the impact of community violence and firearm-related injuries and deaths on population health.
- Based on findings from scientific literature and other research, identify and promote data-driven public health interventions.
- Monitor and track community violence prevention and firearm policy and respond to requests for information and data.

Duty 5

General Summary: **Percentage:** **5**

Perform related work as assigned.

Individual tasks related to the duty:

- Perform related work as assigned.

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

Program development and implementation, applications for funding, handling staff performance issues.

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

Final decisions on budget, policy and needs for additional staff are reviewed.

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 effort is typical of an office position; however, there will be some travel within the state to meet with key partners and there may be occasional travel outside the state for meetings or conferences. Computer use required for approximately 90% of the time. This job requires a valid vehicle operator's license.

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

SAM-15, New Establishment Executive Secretary-E10, New Establishment

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?

Organizes and administers the operations of the Office of Community Violence Intervention with responsibility for programs and services related to community violence prevention, firearm safety and their associated risk factors. Directs the activities of a staff of professional and nonprofessional employees in the implementation of programs and policies. Coordinates integration among programs and with health care and community service systems to leverage resources, expand outreach and improve population health outcomes which contribute to the overall mission of the Department. Coordinates all budget, policy, data, personnel and labor relations, and continuous quality improvement efforts related to the office.

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

New establishment.

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

The function of this work area is to provide direction for and manage the implementation and coordination of the Department's programs and services related to prevention of community violence and associated risk factors. This work area also supports initiatives to address injuries and fatalities related to misuse of guns. This includes distributing trigger locks and gun safety boxes to households where children are present, education and outreach materials and services on suicide prevention and other gun violence prevention programs that have been demonstrated to be effective in reducing firearm deaths and injuries. This position oversees these functions.

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 Office Administrator 17
Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Office 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 supervisory experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed in the Civil Service Job Specifications. In addition:

- Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.
- Considerable knowledge of fiscal planning and management.
- Considerable knowledge of public relations techniques.
- Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, board's, or commission's viewpoint.
- Ability to plan, develop, and evaluate programs. Ability to establish and maintain effective relationships.

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.

None.

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

LIBERTY IRWIN 11/8/2023

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**