



Position Information

The State of Michigan is an Equal Opportunity Employer

Date Posted: 5/14/2008

Deadline for Response: 5/30/2008

Job Title: [DEPARTMENTAL SPECIALIST 13](#)
[Click on the above Job Title to view the Job Specification.](#)

Occupational Group: Business and Administrative Occupations

State Agency: Human Services

Job Posting #: 2008-0513-007

Position Is Open To: All Applicants

City: Lansing

County: INGHAM

Type of Employment: Full-time

Pay: \$21.99 - \$32.82 /hr

Union: Non-Union

Brief Job Description: The Director of the Head Start-State Collaboration Office has overall program management responsibilities for implementing the priorities outlined in the Head Start-State Collaboration Office federal grant from the Office of Head Start. These priorities are: Education, Child Care, Health Care, Welfare, Children with Disabilities, Family Literacy, and Homeless Children; these may be changed by the Office of Head Start at any time. The major duty of the HSSCO director is to work in conjunction with ECIC, as a liaison between Early Childhood Collaboratives, State Departments, Head Start agencies, and the federal

government. The position requires extensive travel in-state and out-of-state to attend regional and national meetings/conferences. This position also requires the director to give oral and written presentations.

Other Job Information:

All interviews being conducted within the Department of Human Services will be Behavioral Based. You can review this process on the [Personnel Services website](#) and the [Civil Service website](#).

[Position Description](#)

[DHS-1502 Pre-Employment Application](#)

Minimum Education Required: Possession of a bachelor's degree in any major, preferably Bachelor's Degree in Early Childhood Education, Child Development, or a related field and/or Master's Degree. At least two years experience working with Head Start programs is preferred. Knowledge of state government processes and at least two years policy development experience is also preferred.

Minimum Experience Required: At least two years experience working with Head Start programs is preferred. Knowledge of state government processes and at least two years policy development experience is also preferred.

Civil Service experience requirement: Four years of professional business and administrative experience, including two years of experience equivalent to the experienced P11-Level, OR one year of advanced level (12) business and administrative experience.

Preference will be given to those who have Head Start experience and knowledge of State Departments and the ECIC. In order to effectively review your credentials, please document your meeting these preferences in your application package.

If selected for an interview, you may be rated through a modified, behavioral based selection process.

Other Job Requirements: Civil Service Rule 2-7 requires that all newly hired state employees submit to and pass a pre-employment drug test prior to their actual appointment.

How To Apply: Submit a cover letter, DHS 1502 Pre-Employment

Application, transcripts, detailed resume, and respond to the following questions (limit your response to one page per question):

1. Describe your best and worst collaborative efforts. What did you learn from these experiences and how would it change what you'll do in the future?
2. Tell us about your knowledge of Head Start. We are particularly interested in knowing what roles you have had related to Head Start and your understanding of the variety of Head Start grantees.
3. How will you include parents in collaborative efforts and support their role as informed decision-makers?
Submit to:

Amy Dillon
Department of Human Services
Office of Early Education and Care
235 S. Grand Avenue - Suite 1512
Lansing, MI 48933.

All materials must be in the office by 5:00 p.m. on the deadline date in order to be considered.

E-mailed applications will not be accepted.

PLEASE NOTE THE FOLLOWING WHEN APPLYING FOR VACANCIES:

Your application for any position does not guarantee that you will be contacted by the department for further consideration.

If you are a veteran, surviving spouse of a veteran, or spouse of a disabled veteran, please indicate this information at the top of your resume when you submit it to us.

Click [here](#) to obtain more information about Veterans' Preference.

Applicants with a disability who may need an accommodation to participate in the interview process should make such an accommodation request at the time they are contacted by a department representative to schedule an interview.