

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CHILD DAY CARE CONSULTANT**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to improve the quality of services in licensed child day care homes and centers, and to ensure that the safety of children is maintained through compliance with state laws and regulations.

There is one classification in this job.

**Position Code Title – Child Day Care Consultant-E**

**Child Day Care Consultant P11**

The employee performs a full range of professional consultant assignments. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides professional consultation to child day care center licensees and applicants regarding program operations, professional services, and staff development in order to improve the quality of services.

Recommends changes and improvements in child day care center programs to maximize the enrichment and development of the children attending the facility.

Interprets statutory and administrative rule requirements for licensing; provides technical assistance to achieve compliance.

Maintains regulatory supervision of licensees, including governmentally-operated facilities, to ensure ongoing compliance with licensing requirements.

Initiates requests for and conducts preliminary fire safety inspections and environmental health inspections; incorporates the findings of these inspections into licensing reports.

Cites rule violations and sets time limits for compliance.

## **CHILD DAY CARE CONSULTANT**

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Prepares testimony and other material for administrative or judicial hearings in contested cases; may represent the department in the absence of an Assistant Attorney General.

Provides technical assistance to the Attorney General's office in the preparation of cases for presentation in administrative and judicial hearings.

Makes formal referrals to local prosecuting attorneys for the closing of facilities operating illegally.

Conducts investigations and documents findings of complaints involving licensees; coordinates investigations with law enforcement personnel and prosecutors when potential criminal charges exist.

Applies appropriate statutory and administrative rule requirements to new applicants for licensure; guides new centers in planning for buildings, equipment, staff, and programs to meet the day care needs of children.

Reviews licensing programs and funding issues with agency boards of directors, county boards of commissioners, agency administrators, or United Fund administrators.

Reviews plans for construction in conjunction with fire and health inspecting agencies and zoning officials.

Interviews personal references and conducts background investigations of applicants.

Provides assistance in developing administrative rules, licensing procedures, and forms used for the child day care licensing process.

Prepares licensing reports, interim evaluations, and consultative reports; conducts related correspondence; maintains records of regulatory activities.

Participates in conferences, seminars, and workshops to share information about program services and licensing.

Provides consultation to the public, school officials, medical personnel, and professional organizations to assist in problem resolution, program management, child placement, and other areas.

Develops and provides training seminars and workshops for licensees.

Provides training and assistance to newly-appointed Child Day Care Consultants.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

**Knowledge, Skills, and Abilities**

Considerable knowledge of the administration, organization, and operation of public and private child day care programs.

Considerable knowledge of licensing rules, requirements, and regulations governing child day care.

Considerable knowledge of protective services programs for children and the referral processes to be used.

Considerable knowledge of day care planning concepts and techniques.

Considerable knowledge of early childhood development and behavior.

Considerable knowledge of preschool and early-elementary education programs.

Considerable knowledge of administrative hearing and court procedures.

Considerable knowledge of information gathering and report writing methods and techniques.

Ability to provide professional consultation with regard to program operations, professional services, and staff development as it relates to child day care and its regulatory requirements.

Ability to make independent decisions, prioritize assignments, and organize work loads.

Ability to research and analyze data, and to prepare clear and concise reports of findings.

Ability to investigate and handle abuse and neglect situations with effective timeliness to ensure the protection and safeguarding of residents or consumers of services.

Ability to represent the department in administrative or court hearings.

Ability to establish and maintain professional relationships with other agencies or other professional affiliates.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**CHILD DAY CARE CONSULTANT**

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**Working Conditions**

Employees in this class may be required to travel.

**Physical Requirements**

None.

**Education**

Possession of a master's degree in child development, elementary education, early childhood education, guidance and counseling, or social work.

**Experience**

Two years of professional, post-bachelor's degree experience licensing child day care homes or centers, child foster care homes or facilities, child care placing agencies, or related child care facilities; or as a child day care provider trainer; or an investigator of high risk child abuse or neglect cases, or as a professional child day care or preschool education worker or teacher in a pre-kindergarten or kindergarten to third grade program.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
CHIDCRCST

**Job Code Description**  
Child Day Care Consultant

**Position Title**  
Child Day Care Consultant-E

**Position Code**  
CHIDCSTE

**Pay Schedule**  
W22-028