

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STDDADM2

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 STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Services Bureau
4. Civil Service Position Code Description State Administrative Manager-16	10. Division Intelligence Operations Division
5. Working Title (What the agency calls the position) Inspector - Assistant Division Commander	11. Section Administration
6. Name and Position Code Description of Direct Supervisor BORELLO, STEPHEN, ; SENIOR POLICY EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor RICH, LIZABETH, ; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive Dimondale, MI 48909 / 8am - 5pm Monday - Friday

14. General Summary of Function/Purpose of Position

Position serves as the Intelligence Operations Division assistant commander and assists with the coordination and leadership of the division including the Michigan Intelligence Operations Center (MIOC), Cyber Section, and Operations Section. This is accomplished by ensuring the effective delivery of statewide services of the four regional communications centers, MSP Operations, the Michigan Cyber Command Center, seven Computer Crimes Unit field offices, the MIOC and the Detroit & Southeast Michigan Intelligence & Information Center (DSEMIIC). This position assumes command when the division commander is not available and requires that the employee be available for duty at any hour of the day. This position functions in a bias free manner.

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: 45

Administration

Individual tasks related to the duty:

- Responsible for keeping abreast of all division services, and provide direction as needed to section commanders; must make decisions and take appropriate action and keep the division commander informed.
- Responsible for worksite inspections in all seven districts.
- Works with the division commander to establish operational priorities for section operations.
- Works with the division commander in formulating plans and policies for the division.
- Works with division commander in formulating the division strategic plan.
- Processes correspondence, reviews and approves various vouchers, and reviews pertinent complaints and reports.
- Administers Step 2 Grievances.
- Attends bureau meetings in conjunction with or in the absence of the division commander.
- Assumes a leadership position in assuring that the Equal Employment Opportunity and objectives of the department are met.
- Responsible for oversight of the division budget.
- Responsible for oversight and project management of technology projects.

Duty 2

General Summary:

Percentage: 35

Personnel Management and Development

Individual tasks related to the duty:

- Evaluates and directs subordinates regarding their command ability and performance.
- Serves as chairperson of discipline panels.
- Continually evaluates activities of each section within the division to maximize investigative and field operational support efforts.
- Administers performance management system for section commanders with the division commander.
- Counsel's employees and administers affirmative assistance and discipline under the direction of the division commander.
- Administers various training programs, both new and updates, and maintains records.

Duty 3

General Summary:

Percentage: 10

Planning and Organizing

Individual tasks related to the duty:

- Formulates and executes new plans and procedures for improvement of division operations.
- Responsible for coordinating the operation and activities of sections within the division and with other police agencies.
- Serves as an available resource to the State Emergency Operations Center as needed and in support of the division commander during significant emergency and disaster events.
- Attends and assists section commanders at section staff meetings.
- Directs deployment of resources to accommodate special events on a large scale.

Duty 4

General Summary:

Percentage: 5

Public Relations

Individual tasks related to the duty:

- Maintains liaison with and coordinates the provision of statewide special intelligence services and support operations with other agencies.
- Performs public relations work.

- Directs and/or supervises cooperative criminal investigations and specialized field support operations with other agencies.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties assigned in support of the division, bureau, or department.

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

- Division policy -- All division personnel and their work and practices can be affected.
- Personnel matters such as promotions, discipline, leave time, out of class pay, etc. - All division personnel.
- Media Relations - The public and employees within the division
- Enforcement activity - The public and employees within the division.
- Emergency Response - The public and the employees anywhere in the state.

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

Supervisor reviews policy, strategic planning, promotions, guidance in potentially precedent setting labor relations matters, all budgeting matters, and when decisions may have statewide impact.

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.

If this position is filled by an enlisted employee, they must be able to perform the duties described for a State Police Trooper 11 and carry a firearm. The individual will be expected to speak before public officials and groups and receive a security clearance. This position requires travel both in-state and out of state for durations of 2-10 days.

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.

<u>CLASS TITLE</u>	<u>CLASS TITLE</u>
Detective First Lieutenant	Departmental Manager 15
Detective First Lieutenant	Departmental Specialist 13
First Lieutenant	IT Specialist 14
Departmental Manager 15	

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

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|--------------------------------------|-------------------------------------|
| 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?

I agree.

23. What are the essential functions of this position?

This person serves in an assistant capacity to the division commander who has responsibility for specialized police services within the state. Provides staff assistance in program development, evaluation, planning, and other staff functions, including

the responsibility to objectively manage and evaluate programs and personnel performance with meaningful recommendations and viable alternatives. Assumes full command of the division in the absence of the division commander.

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

The division has taken on a significant amount of technology projects that require oversight and management to meet deadlines and ensure functionality for the field.

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 provide for the effective delivery of specialized statewide services and operational support functions and to manage division personnel. This position serves as the Intelligence Operations Division assistant commander.

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. Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement 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.

EXPERIENCE:

Three years of experience as a Lieutenant 14 or State Manager 14 or two year of experience as a State Manager 15 or First Lieutenant 15.

KNOWLEDGE, SKILLS, AND ABILITIES:

Position requires thorough knowledge of supervisory and management techniques and visible leadership, judgment, problem analysis, and administrative skills. Must be a sound decision-maker and have ability to work long hours under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS:

The person holding this position must be able to obtain an FBI Top Secret security clearance.

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
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