

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. HUMRDEVAD96N

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> GAMING CONTROL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Gaming Control Board
<b>4. Civil Service Position Code Description</b> HUMAN RESOURCES DEVELOPER-A	<b>10. Division</b> Executive
<b>5. Working Title (What the agency calls the position)</b> Training Specialist	<b>11. Section</b> External Affairs, Legislative and Tribal Relations
<b>6. Name and Position Code Description of Direct Supervisor</b> GARRETT, KEESHA M; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Communications
<b>7. Name and Position Code Description of Second Level Supervisor</b> TOMPKINS, JASMINE M; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Cadillac Place 3062 W. Grand Blvd., Detroit, MI / Monday- Friday 8am- 5pm (hours may vary)

**14. General Summary of Function/Purpose of Position**

The Human Resources Developer-A will serve as the training specialist dedicated to the Online Gaming & Legal Affairs division and the Casino Operations division of the Michigan Gaming Control Board (MGCB). This position is responsible for ensuring that training needs are researched, established, scheduled and tracked ensuring that MGCB is compliant with all federal and state requirements as well as identifying training needs for staff according to the skills and training needs to assist staff in performing their position's duties. This position will facilitate and/or conduct training and serve as the recognized resource for the Online Gaming & Legal Affairs and Casino Operations division's training and development initiatives. This position will provide specialized consultative guidance on training initiatives.

The responsibilities of the position include, but are not limited to, developing training curriculum to address employee training needs and identifying emerging trends and best practices.

This position is responsible for overall coordination and implementation of the MGCB training program for the dedicated divisions. This includes development and monitoring state training standards for the MGCB program and ensuring adherence to training requirements and best practices. This position will develop timelines, scenarios, criteria, and exercise objectives for assigned MGCB staff.

**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: 85**

Serve as the recognized resource for developing training and resource information for MGCB personnel located within the Online Gaming & Legal Affairs division and the Casino Operations division.

**Individual tasks related to the duty:**

- Plan and develop comprehensive training and informational resources, including researching materials and preparing content and visual aids.
- Oversee the development of training curriculum and launching of training projects across all platforms, including but not limited to State of Michigan Learning Center, Microsoft Teams and in person classroom settings.
- Conduct internal training sessions, workshops, conferences and seminars on best practices and procedures, rules, and regulations.
- Develop assessment techniques to evaluate training and information resources and recommend improvements.
- Create program management schedules to track and communicate progress and performance with the development, and implementation of training initiatives and related activities.
- Continuously communicate project detailed plans and expectations to executive team throughout the entire lifecycle of the project.
- Develop initiatives for the techniques of training.
- Evaluate training and materials and recommend acquisition of external training assistance.
- Develop or select program materials such as handbooks, demonstration models, multimedia visual aids, and reference works.
- Conduct research, analyze information, and prepare reports and correspondence related to the work, including assessment of training methods.
- Develop, maintain, and update MGCB training intranet pages.
- Identify the need for new training as appropriate.
- Maintain training forms, task sheets, practices, and procedures.
- Audit training records and identify deficiencies.

**Duty 2**

**General Summary:**

**Percentage: 15**

Performs all other duties as needed to contribute to the overall operation of the Michigan Gaming Control Board.

**Individual tasks related to the duty:**

- Assist the Executive Director and executive staff with special projects and other duties as needed.
- Assist in tracking, maintaining, and analyzing section and division-wide performance.
- Assist Online Gaming & Legal Affairs and Casino Operations section managers and deputy directors in developing and revising policies and procedures.
- Participate in meetings, conferences, and committees as required
- Represent the MGCB at various internal and external meetings and workgroups as assigned.
- Lead or assist with special project work as assigned.
- Responsibility for workplace safety
- Serve on agency committees.

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

This position analyzes, assesses, creates, and presents trainings required for personnel and executive staff located in the Online Gaming & Legal Affairs division and Casino Operations division. Performs research and analysis, and generates reports used to develop or modify section and division policies and procedures, to ensure compliance with state requirements.

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

Sensitive or controversial issues that require a decision are brought to the attention of the executive administrator. Any deviation from policies and directives are also brought to the executive administrator's attention. This position performs duties independently with general direction from the executive administrator of the agency.

**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.**

Work is performed normally in an office setting, requiring sitting, working at a computer and lifting less than 25 lbs. Frequent travel to the Board's Lansing/Detroit offices, on Board business or Board offices within Detroit-based casinos where there is a high concentration of tobacco smoke and noise is present, to perform job duties. All MGCB employees have a responsibility for workplace safety.

**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

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

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | 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?

This position is properly described in the preceding pages.

#### 23. What are the essential functions of this position?

This position is responsible for coordination, implementation, and evaluation of the training programs for the Online Gaming & Legal Affairs and Casino Operations division's personnel. Lead coordination, development, implementation, and evaluation of staff training. Identify training that will be beneficial to assigned divisions and/or specific personnel needs.

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

Update to identify the position as the recognized resource and training specialist for the Online Gaming & Legal Affairs and Casino Operations divisions instead of the entire agency.

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

The Michigan Gaming Control Board licenses, regulates, and enforces non-tribal casino gambling, internet gaming, retail and online sports betting, fantasy contests, oversees tribal gaming and licenses and regulates pari-mutuel horse racing and millionaire party charitable gaming events in the State of Michigan ensuring the integrity, fair and responsible gaming within the state of Michigan.

This position serves as the recognized resource for MGCB, Online Gaming & Legal Affairs division and Casino Operations division employee training and development initiatives. This position provides specialized consultative guidance on training initiatives and consults with section managers and division executive staff.

This position also requires a thorough knowledge of the Michigan Gaming Control & Revenue Act as amended 2019, the Lawful Internet Gaming Act of 2019 and the Lawful Sports Betting Act of 2019, the Fantasy Contests Consumer Protection Act of 2019, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972 and their associated Administrative Rules.

#### 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:

##### Human Resources Developer 12

Three years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer P11.

##### Alternate Education and Experience

##### Human Resources Developer 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

##### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of methods of planning, developing and administering programs.

Knowledge of the principles and techniques of staff development and training.

Knowledge of reporting methods and techniques.

Knowledge of various training and instructional materials and their uses.

Knowledge of the methods of conducting training sessions

Ability to write and interpret legal decisions and rules.

Ability to clearly and concisely prepare reports and communicate (written and verbal) effectively.

Ability to analyze facts, identify problems, and recommend solutions.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknown and numerous contingency factors are involved.

Ability to plan, coordinate, and expedite work projects.

Ability to effectively communicate with others verbally and in writing.

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

Ability to set priorities and assign work.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

This position will require travel, so a valid driver's license is required, or alternate transportation means are required.

**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.

N/A

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

RENEE DOWNEY

8/29/2025

\_\_\_\_\_  
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