

State of Michigan  
Civil Service Commission

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

Position Code

1. DEPTALTE

## 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> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Corporations, Securities and Commercial Licensing Bureau
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Licensing Division
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst 9-P11	<b>11. Section</b> Inspections & Investigations
<b>6. Name and Position Code Description of Direct Supervisor</b> COOK, BRADLEY C; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> PARKER, BENJAMIN B; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 2407 N. Grand River Ave., Lansing, MI 48906 / 8:00 AM - 5:00 PM

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

This position examines complaints received in the Licensing Division to determine if facts and evidence support violations for professionals and entities regulated by the Michigan Unarmed Combat Act, 403 PA of 2004; the Limousine, Taxicab, and Transportation Network Company Act, 345 PA of 2016; Article 18 and Article 18A of the Occupational Code, 299 PA of 1980 and subsequent amendments; the Michigan Professional Employer Organization Regulatory Act, 370 PA of 2010; the Private Security Business and Security Alarm Act, 330 PA of 1968; the Security Alarm Systems Act, 580 PA of 2012; Professional Investigator Licensure Act, 285 PA of 1965; the Cemetery Regulation Act, 251 PA of 1968; Prepaid Funeral and Cemetery Sales Act, 255 PA of 1986; the Vehicle Protection Product Act, 263 PA of 2005; and the Forensic Polygraph Examiners Act, 295 PA of 1972. Additionally, this position seeks and retains experts to review investigatory cases; analyzes expert case documents; obtains supporting evidence and death certificates, and reviews disciplinary actions taken by other states that may impact licensees. This position also generates reports to determine if the bureau is meeting inspection requirements under Article 18 and Article 18A of the Occupational Code, 299 PA of 1980; the Cemetery Regulation Act, 251 PA of 1968; and the Limousine, Taxicab, and Transportation Network Company Act, 345 PA of 2016. This position will ensure compliance with Continuing Education through investigations. This position will serve as the primary liaison with boards, commissions, and stakeholders.

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: 75**

This position reviews complaints received to determine if the facts and evidence support violations for professionals regulated by the Michigan Unarmed Combat Act, 403 PA of 2004; the Limousine, Taxicab, and Transportation Network Company Act, 345 PA of 2016; Article 18 and Article 18A of the Occupational Code, 299 PA of 1980; the Michigan Professional Employer Organization Regulatory Act, 370 PA of 2010; the Private Security Business and Security Alarm Act, 330 PA of 1968; the Security Alarm Systems Act, 580 PA of 2012; Professional Investigator Licensure Act, 285 PA of 1965; the Cemetery Regulation Act, 251 PA of 1968; Prepaid Funeral and Cemetery Sales Act, 255 PA of 1986; the Vehicle Protection Product Act, 263 PA of 2005; and the Forensic Polygraph Examiners Act, 295 PA of 1972.. This includes retaining experts to review investigatory cases; review, analysis and inclusion of expert documentation cases; obtaining evidence and death certificates, and reviewing disciplinary actions taken by other states that may impact licensees. This position serves as the primary liaison between the department and its boards and commissions. and represents the department, boards, and commissions at public events.

**Individual tasks related to the duty:**

- Analyzes allegations and complaints received to determine if the facts and evidence support violations of the applicable acts and/or rules.
- Gathers evidence, interviews complainants and drafts documentation to evaluate how the allegations relate to laws, policies, and procedures of this section.
- Drafts Investigative Reports to close complaints when the facts and evidence do not support an alleged violation of the applicable acts and/or rules.
- Retains expert reviewers and witnesses to advise on the minimal acceptable professional standards in the relevant profession. Conduct research to identify possible experts and interview potential experts to ensure they have the necessary subject matter expertise in a profession or industry to be acceptable to the court.
- Incorporates applicable written expert opinions into draft reports to support violations of the statutes/rules.
- Corresponds with complainants and respondents as required per statute on the status of investigations.
- Reviews information received on licensees from national databanks and other resources to determine if interstate, out-of-state, and federal proceedings are finalized and interprets statutes and rules to determine if disciplinary action should occur.
- Drafts Investigative Reports based on criminal convictions and or licensing sanctions in other states and recommends disciplinary actions based on analysis; appropriate reports are then transferred to Regulatory Compliance division for formal action to be taken against the entity. Coordinates with law enforcement and other outside agencies to obtain additional evidence as needed.
- Facilitates communication, ensures consistent flow of information, and supports board and commission members in carrying out their statutory responsibilities including providing regulatory and administrative guidance to board and commission members. Provide interpretations of statutes and rules to support board and commission members in their communications with stakeholders.
- Monitors emerging issues related to the board and commission and ensure departmental policies and priorities are accurately represented.
- Maintains positive, productive relationships with board chairs, members, and stakeholders to support effective governance and informed decision making.
- Develops and delivers presentations to stakeholders, licensees, and partner organizations on applicable laws, rules, and regulatory changes.
- Interprets complex statutory and administrative requirements into clear, accessible information to promote licensee compliance.
- Prepares supporting materials, responds to stakeholder questions, and represents the department and its boards and commissions at meetings, trainings, and outreach events such as presentations to industry associations.

**Duty 2****General Summary:****Percentage: 15**

Develop and maintain program plans related to inspections under Article 18 and Article 18A of the Occupational Code, 299 PA of 1980; the Cemetery Regulation Act, 251 PA of 1968; and the Limousine, Taxicab, and Transportation Network Company Act, 345 PA of 2016. This may include developing program plans related to newly regulated areas and professions.

**Individual tasks related to the duty:**

- Develop program plans, including the study and analysis of program data, to reach departmental objectives for completing inspections under the Occupational Code, Cemetery Regulation Act, and the Limousine, Taxicab, and Transportation Network Company Act.
- Develop and propose modifications in policies and instructions to ensure timely and accurate inspections, and that department objectives are met.
- Analyze on-going inspection operations and recommend modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Interpret existing and proposed laws, policies, and rules related to inspections.

**Duty 3****General Summary:****Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Other duties as assigned.
- Special projects as assigned

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

This position determines whether evidence gathered is sufficient to substantiate allegations of violations of the regulated licenses; is responsible for coordination of the section's inspection program; and conducts Continuing Education completion by licensees to determine if Formal Action is warranted against the licensee.

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

Manager review is necessary for complex matters that have Section, Division, Bureau, and/or Departmental implications or involve circumstances where established policy, procedures, or statutory provisions do not exist. Sensitive issues must be brought to the attention of the Section Manager.

**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.**

The position is exposed to a standard office environment involving sitting, standing, walking, and lifting. This position may involve occasional travel to deliver presentations in person.

**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):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?**

This position is responsible for determining the type of complaints received; and determining the required supporting information required for expert review of cases, criminal cases and disciplinary cases. Additionally, this position analyzes data to determine the sufficiency of inspections and determines if licensees are compliant with Continuing Education requirements. This position will develop and maintain an inspection program that evaluates licensees on a fair and consistent basis. This position will serve as the primary liaison with the boards, commissions, and stakeholders ensuring laws and rules are appropriately interpreted.

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

New position.

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

This position is within the Inspections and Investigations Section with the Corporations, Securities, and Commercial Licensing Bureau. The Inspections and Investigations Section is responsible for investigating alleged violations of the the Michigan Unarmed Combat Act, 403 PA of 2004; the Limousine, Taxicab, and Transportation Network Company Act, 345 PA of 2016; Article 18 and Article 18A of the Occupational Code, 299 PA of 1980; the Michigan Professional Employer Organization Regulatory Act, 370 PA of 2010; the Private Security Business and Security Alarm Act, 330 PA of 1968; the Security Alarm Systems Act, 580 PA of 2012; Professional Investigator Licensure Act, 285 PA of 1965; the Cemetery Regulation Act, 251 PA of 1968; Prepaid Funeral and Cemetery Sales Act, 255 PA of 1986; the Vehicle Protection Product Act, 263 PA of 2005; and the Forensic Polygraph Examiners Act, 295 PA of 1972. This position will analyze complaints received to ensure jurisdiction and that evidence is sufficient to open an investigation. This position will analyze inspection data and recommend changes to provide regular inspections of licensees. This position will ensure compliance with Continuing Education and serve as a resource for licensees and this section. Additionally, this position will gather expert reviews for non-complex cases, and serve as the primary liaison with the boards, commissions, and stakeholders.

**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.

