

**State of Michigan  
Civil Service Commission**

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

**Position Code**

**1. DEPTMGR3**

## 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> STATE POLICE
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b> Office of the Director
<b>4. Civil Service Position Code Description</b> Departmental Manager-3	<b>10. Division</b> Transparency and Accountability Division
<b>5. Working Title (What the agency calls the position)</b> Accreditation Program Manager	<b>11. Section</b> Planning, Research, and Accreditation Section
<b>6. Name and Position Code Description of Direct Supervisor</b> DECKLER, CHELSEA A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Accreditation and Directives Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> WILLIAMS, MATTHEW T; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Drive, Dimondale MI 48821 / Monday - Friday, 8 a.m. until 5 p.m. may vary

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

The Planning, Research, and Accreditation Section is responsible for managing the department's Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation process, developing policies and procedures, strategic planning, and conducting research and special studies that support the mission and goals of the department. This position functions as a first-line manager in a complex work area and serves as the Accreditation and Directives Unit manager, responsible for the leadership, management, and coordination of all non-laboratory law enforcement accreditation programs. The unit manager oversees the Accreditation and Directives Unit and collaborates with the Assistant Accreditation Manager and all departmental work units to interpret and implement complex accreditation standards, shape department-wide policy and compliance systems, and ensure the department maintains both national and state law enforcement accreditation status. This position provides authoritative direction on accreditation matters to department leadership, develops and implements compliance systems, advises on departmental policy, and ensures alignment with long-range strategic objectives. This position is required to perform all duties in a bias-free and professional 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: 20**

Provide overall direction of the Accreditation and Directives Unit. Formulate and establish policies, goals, objectives, procedures, and priorities. Select, assign, develop, mentor, and coach staff.

**Individual tasks related to the duty:**

- Select staff, set priorities, assign and direct work, review completed work, and monitor completion of tasks. Establish unit vision, values, and goals; continually strive to improve unit services.
- Provide problem resolution on complex issues.
- Handle unit employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunity (EEO).
- Establish performance expectations for unit staff and conduct timely and effective employee performance evaluations to drive professional growth and enhance individual and unit performance.
- Foster open and regular communication with employees to support their professional development and align their efforts with the broader organizational objectives.
- Conduct staff meetings to discuss progress on assignments and inform employees of changes in operations or policies.
- Continuously assess, develop, and train unit staff to maximize the effectiveness of the services provided. Train and provide unit staff guidance in their specific tasks/duties.
- Evaluate and verify employee performance through review of completed work assignments and techniques.
- Monitor employee work performance, set standards, provide guidance and take disciplinary action as necessary.
- Approve time and attendance to appropriate systems including authorization of annual and sick leave requests.
- Maintain statistics and records, prepare reports, and compose correspondence.
- Ensures strategic alignment between unit, section, and department mission, goals, and day-to-day operations.
- Establish internal information flow, data management, and reporting processes.

**Duty 2**

**General Summary:**

**Percentage: 50**

Serves as the departments Accreditation Program Manager guiding the interpretation, application, and operational implementation of accreditation standards. Leads the planning and strategic development of accreditation initiatives in coordination with the Commission on Accreditation for Law Enforcement Agencies (CALEA), the Michigan Law Enforcement Accreditation Commission (MLEAC), and other accrediting bodies.

**Individual tasks related to the duty:**

- Lead the planning, development, and implementation of accreditation strategies across all bureaus, districts, divisions, and worksites.
- Regularly refine the accreditation strategy, incorporating new information and feedback from audits and stakeholder insights.
- Serve as the department's highest-level advisor and sole authority on accreditation practices, standards, interpretation, and compliance requirements.
- Identify potential challenges in achieving accreditation, proposing solutions, and preventative measures.
- Works closely with the Assistant Accreditation Manager and accreditation team to collect and maintain accreditation data necessary to meet reporting and evaluation requirements.
- Design and direct department-wide systems and workflows to collect and track proofs of compliance.
- Establish and continuously refine accreditation processes to proactively meet evolving standards and mitigate compliance risks.
- Provide strategic guidance, information, and recommendations to bureaus, district/division, and/or worksite commanders and managers on the collection and review of documentation required to demonstrate compliance with accreditation standards and serve as the designated authority for approvals.
- Develop and maintain relationships with district/division commanders, subject matter experts, and other members to assist with timely compliance with accreditation standards impacting their work units.
- Develop and maintain relationships with other law enforcement departments nationwide who are either accredited or pursuing accreditation.
- Act as the primary point of contact for accreditation bodies, attending meetings and staying updated on standards and best practices.
- Serve as the department's primary liaison to accreditation assessment teams by completing reviews of progress and ensuring consistency and compliance with department policy and accreditation.
- Prepare and/or review detailed data tables and summary reports required by accrediting bodies and provide feedback to affected commanders and work units.
- Prepare and submit detailed annual and periodic reports required by accrediting agencies.
- Plan, organize, and lead onsite assessments of accreditation progress.
- Conduct interviews with internal and external stakeholders to evaluate the effectiveness of work processes.
- Develop, implement, and regularly update department-wide goals, milestones, timelines, and plans to ensure effective implementation of accreditation programs.
- Manage the development and delivery of accreditation-related training and internal communication strategies to ensure department-wide understanding of standards, compliance requirements, and accreditation responsibilities.
- Create status reports or summaries to document accreditation progress.
- Provide executive-level briefings and presentations to the Director and senior leadership.
- Prepare and disseminate internal communications and status reports related to accreditation progress.
- Develop content for the department's intranet and internet pages to keep department members and the public informed about the department's accreditation efforts.
- Establish criteria, standards, and guidelines to assess the department's program structures and determine their compatibility with accreditation standards.
- Analyze and interpret changes in federal and state law to determine impact on accreditation compliance.
- Develop evaluation frameworks for accreditation performance and make data-driven recommendations to improve agency readiness and efficiency.

### Duty 3

General Summary:

Percentage: 20

Manage and direct staff responsible for maintaining the department's Official Orders and procedural manuals to ensure alignment with law enforcement accreditation standards, organizational efficiency, and policy consistency. Provide leadership in identifying best practices, improving documentation workflows, and enhancing the accessibility and accuracy of department-wide written directives.

**Individual tasks related to the duty:**

- Supervise positions responsible for writing, editing, and maintaining department written directives, including Official Orders and procedural manuals.  
Oversee the development, review, and analysis of departmental policies, procedures, and operational practices to ensure consistent integration and alignment with accreditation standards, legal requirements, and operational best practices.
- Guide staff in conducting policy-related research, drafting temporary policies, and coordinating stakeholder input across work units.
- Serve as the departmental expert on integrating accreditation requirements into policies, forms, and procedures.
- Assist with researching, drafting, and maintaining department written directives in collaboration with the CALEA and law enforcement agencies nationwide.
- Manage the use of PowerDMS to support work units in organizing and updating their work unit policies and procedures.
- Coordinate the department's Annual Performance Report program, including developing report formats and standards, assisting with research, training authors, and reviewing and approving final drafts

**Duty 4**

**General Summary:**

**Percentage: 10**

Other duties in support of accreditation efforts or the operation of the Planning, Research, and Accreditation Section.

**Individual tasks related to the duty:**

- Identify and forecast budgetary needs related to accreditation, including program costs and potential expenditures on facilities, programs, and equipment needed for compliance with accreditation standards. Serve as a department representative at conferences and meetings, including CALEA conferences, Michigan PAC meetings, MLEAC conferences, and accreditation-related trainings.
- Participate as part of assessment teams for other police agencies.
- Support related research and strategic projects as assigned by the manager of the Planning, Research, and Accreditation Section.
- Other duties as assigned.

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

The Accreditation Manager exercises a high level of independent judgment and decision-making authority in managing the Accreditation and Directives Unit. This includes prioritizing team objectives, allocating staff resources, setting deadlines, and guiding the overall approach to complex and technical work related to law enforcement accreditation. The manager is responsible for interpreting CALEA and MLEAC standards, directing staff in evaluating policies and documentation for compliance, and implementing corrective actions when deficiencies are identified.

This position leads the design and oversight of internal audit procedures, documentation systems, and training initiatives that support the department's accreditation goals. Decisions made in this role have significant impact on the department's ability to maintain national and state accreditation status, directly affecting strategic objectives related to transparency, operational readiness, and public trust. A lapse in performance could result in the loss of accreditation, diminished funding opportunities, and reputational harm.

The manager determines the methods and priorities for accomplishing daily and long-term work within the unit, including assigning projects, supervising staff development, and ensuring unit outcomes align with department-wide goals. Independent decisions include selecting research methodologies, resolving complex compliance issues, and adapting strategies to evolving accreditation standards and legal requirements. The position holds accountability for the performance, direction, and continuous improvement of the unit's work products and services.

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

Decisions relating to expenditures beyond pre-approved amounts or any decision potentially impacting service delivery to the public.

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.

This position primarily works in an office environment. Physical activity related to this position may include sitting, standing, climbing, stooping, pushing, pulling, kneeling, walking, and repetitive motions. The employee must occasionally lift up to 25 pounds and may be required to operate department-owned vehicles.

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>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
EVANS, RONNIE M	STATE POLICE SERGEANT 12	VACANT	STATE POLICE SERGEANT

Additional Subordinates

Departmental Specialist 13

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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 manages the Accreditation and Directives Unit and serves as the department's primary authority on law enforcement accreditation. It is responsible for leading, planning, coordinating, and overseeing all non-laboratory accreditation efforts required for the department to achieve and maintain compliance with standards set by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Michigan Law Enforcement Accreditation Commission (MLEAC).

The position directs accreditation strategies across all bureaus, divisions, districts, and worksites in alignment with the department's Strategic Direction. It supervises staff in analyzing policies, procedures, and operational practices for compliance; guides the development and revision of written directives; and oversees the implementation of internal systems to support documentation, auditing, and reporting. Additionally, the position manages training, briefings, and public-facing communications to promote accreditation readiness, awareness, and transparency.

These responsibilities are critical to maintaining the department's professional credibility, public accountability, and operational integrity, and carry department-wide impact on performance, risk management, and eligibility for continued accreditation.

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?

The Planning, Research, and Accreditation Section provides executive-level support to the department through data-informed decision-making, policy and procedure development, strategic planning, and accreditation management. This position supports that mission by managing the department's accreditation program and ensuring compliance with CALEA standards, as well as overseeing the development, maintenance, and organization of the department's written directives. These functions are essential to ensuring the department's accountability, professionalism, and alignment with best practices and accrediting body requirements.

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:**

**Departmental Manager 13 - 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Federal or state law affecting department operations.
- Strong ability to lead statewide initiatives, interpret complex standards, and influence executive decision-making.
- Ability to effectively use job-related software including Word, Excel, PowerDMS, Adobe, and SIGMA.
- Thorough knowledge of department written directives, organization, work unit functions, and daily operations.

Advanced skills in:

- Policy analysis, compliance auditing, and program evaluation.
- Strong interpersonal, written, and oral communication skills.

Ability to:

- Evaluate operations, predict outcomes, and make recommendations; ability to exercise independent judgment; and ability to safeguard confidential, sensitive information.
- Plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Plan, coordinate, and expedite work projects.
- Interpret complex rules and regulations.
- Communicate effectively with others

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Preferred experience: Experience managing an accreditation program in a law enforcement agency, experience developing agency policy, and experience with internal operational reviews.

**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.***

ASHLEY ALVARADO

Appointing Authority

9/15/2025

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