State of Michigan
Civil Service Commission

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

Position Code
1. DEPTALTA

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.	**8. Department/Agency** LICENSING AND REGULATORY AFF
3. Employee Identification Numb	**9. Bureau (Institution, Board, or Commission)** Bureau of Professional Licensing
4. Civil Service Position Code Description Departmental Analyst-A	**10. Division** Enforcement
5. Working Title (What the agency calls the position) Departmental Analyst 12	**11. Section** Regulation Section II
6. Name and Position Code Description of Direct Supervisor DITSCHMAN, ANDRIA M; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor VOLKOVA, INNA; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 611 Ottawa Street, Lansing, MI 48933 / Monday-Friday; 8am-5pm

14. General Summary of Function/Purpose of Position

This position is responsible for reviewing/analyzing investigative findings, drafting complex administrative documents, conducting compliance conferences, and recommending disciplinary sanctions involving licensed professionals pursuant to the Public Health Code and Occupational Code, Michigan Administrative Procedures Act, and all pertinent administrative rules.

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:** **65**

This position is completely responsible for reviewing/analyzing the most complex investigative findings, determining violations, drafting and processing complex administrative documents.

Individual tasks related to the duty:

- Reviews/analyzes investigation reports, medical records, contracts, inspection reports, conviction documents, disciplinary documents from other state licensing boards, expert opinions, statements, and depositions to determine if violations of the Public Health Code or Occupational Code have been established.
- Drafts all emergency orders and complaints summarily suspending a license in compliance with applicable statutory and rule requirements.
- Drafts appropriate complex administrative document charging the licensed professional with violations of the Public Health Code or Occupational Code, and makes a recommendation to a Board conferee regarding an appropriate sanction in resolution of the matter. Complex administrative documents include complaints regarding complex
pharmacy, appraiser, accountancy, surveyor, engineer and architect matters.
- Recommends closure of files if it is determined that there is insufficient evidence to establish violations of the Public Health Code or Occupational Code.

Duty 2

General Summary: **Percentage:** **25**

This position is responsible for conducting compliance conferences with the licensed professional in an attempt to resolve the matter.

Individual tasks related to the duty:

- Conducts an informal compliance conference, meeting with the licensed professional and his/her attorney, in an attempt to resolve the alleged violations of the Public Health Code or Occupational Code as permitted by statute.
- Clarifies complex fact patterns, identifies applicable law, makes recommendations to the Board conferee regarding appropriate disciplinary actions and sanctions in resolution of a matter, negotiates and drafts the resolution agreement reflecting the negotiated settlement terms.

Duty 3

General Summary: **Percentage:** **5**

This position is responsible for preparing reports, responding to surveys, and acting as a liaison with other regulatory agencies.

Individual tasks related to the duty:

- Prepares reports, responds to surveys and questionnaires, and provides information in response to inquiries pertaining to the adjudication of violations of the Public Health Code or Occupational Code regarding licensed professionals.
- Acts as a liaison with other state and federal agencies to exchange and obtain information regarding the regulation and adjudication of allegations involving licensees.
- Develops and recommends alternatives for addressing and resolving these issues.

Duty 4

General Summary: **Percentage:** **5**

This position makes recommendations for revisions to applicable rules and laws governing licensed professionals, and compiles statistical information.

Individual tasks related to the duty:

- Researches, compiles and analyzes legal, economic and policy issues regarding the investigation and adjudication of violations of the Public Health Code or Occupational Code.
- Compiles and analyzes statistics used in evaluating the effectiveness of the Regulation Section, and makes recommendations for process changes.
- 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.

Independent judgment is used to determine if the evidence gathered during an investigation substantiates a violation of the Public Health Code, Occupational Code, and/or administrative rules. Independent judgment is also used in attempting to negotiate settlement terms with licensees regarding appropriate sanctions.

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

The Section Manager should be consulted for complex legal issues or other matters that could impact the Section, Division, Bureau, Department, or concerning matters that fall outside of established policies and procedures of the Department.

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.

Normal office environment, sitting, standing, stooping, reaching, carrying and walking. Considerable time is spent working on the computer, resulting in eyestrain and possible ergonomic issues.

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?

N/A

23. What are the essential functions of this position?

This position is responsible for reviewing/analyzing investigative findings, drafting complex administrative documents, conducting compliance conferences, and recommending disciplinary sanctions involving licensed professionals pursuant to the Public Health Code and Occupational Code, Michigan Administrative Procedures Act, and all pertinent administrative rules.

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

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

The Enforcement Division is responsible for the intake, processing and adjudication of administrative complaints regarding a licensing population of over 700,000 individuals in 34 professions. The primary function of this work area is to draft administrative documents which address issues involving the Public Health Code and to represent the interests of the state of Michigan in various stages of the administrative process. The duties of this position comport exactly with the functions of the Regulation Section II.

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 Analyst 12
Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 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:

Analytical ability, research skills, and oral and written communication skills. This includes the ability to analyze and evaluate a variety of data; the ability to organize, evaluate and present information effectively; and the ability to interpret laws, administrative rules, and regulations appropriately.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

None.

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**