

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.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency DEPARTMENT OF STATE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Legal Services Administration |
| 4. Civil Service Position Code Description Departmental Analyst-A | 10. Division |
| 5. Working Title (What the agency calls the position) Departmental Analyst 12 | 11. Section Driver Assessment Section |
| 6. Name and Position Code Description of Direct Supervisor KABDEBO, ERIC D; DEPARTMENTAL MANAGER-3 | 12. Unit Field Operations Unit |
| 7. Name and Position Code Description of Second Level Supervisor THOMAS, DEBRA L; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work 2305 HAWTHORNE DR; MT PLEASANT, MI 48858 / Monday - Friday, 8:00 a.m. - 5:00 p.m. |

14. General Summary of Function/Purpose of Position

This position conducts complex Driver Assessment reexaminations with citizens throughout the State of Michigan. The senior analyst is responsible for highly complex application of promulgated Administrative Rules: Physical and Mental Standards for Drivers (R 257.851 – R 257.857) and Visual Standards (R 257.1 – R 257.5), to a unique individual. The senior analyst is responsible for an evidentiary standard of application that is a preponderance of evidence. This increases the complexity of decision making as 51% favorable medical evidence may permit driving privileges, whereas 49% favorable medical evidence may result in rescission of driving privileges. The senior analyst must discern with a high degree of precision medical evidence that may be ambiguous, lacking information, forged, or does not adequately address the nature of concern. The senior analyst must observe and document driving behaviors and physical abilities of an individual who has physical, mental, or visual limitations and make a sound determination on whether the behind-the-wheel skills are consistent with the driving public, and the individual is able to maintain ordinary and safe control of a vehicle. The senior analyst is an expert on early intervention counseling of probationary drivers and unsafe driving behaviors that increase risk to self and others. The senior analyst is an expert in crash risk factors and crash statistics. The senior analyst applies expertise to the repetitive driving behavior and record of drivers subject to reexamination. The senior analyst trains entry and intermediate-level Driver Assessment analysts, and serves as a resource and provides guidance to Office support staff: The position requires routine travel, including overnight stays.

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: 55**

Conduct complex Driver Assessment reexaminations.

Individual tasks related to the duty:

- Analyze and review complex driving records for legal basis and accuracy.
- Engage professionally with a broad spectrum of Michigan Citizens and address everyone's circumstance with compassion and insight, which requires adjusting language, tone, checks on understanding, and cultural consideration.
- Administer vision and knowledge tests to further determine a driver's ability to operate a motor vehicle safely.
- Administer behind-the-wheel testing. Observe and document driving behaviors and physical abilities and make a sound determination on whether the behind-the-wheel skills are consistent with the driving public, and the individual can maintain ordinary and safe control of the vehicle.
- Initiate requests for medical statements, vision statements, or substance use evaluations, when the driver reveals, or it is suspected, that a medical condition, or substance use, is a factor in unsafe driving.
- Impose driver license restrictions based on observations, medical information, and test results.
- Impose licensing controls to motivate changes in driving behavior and/or remove unsafe drivers from the roadways.
- Make decisions about driver license eligibility and future reexamination referrals through highly complex application of the Physical and Mental Standards for Drivers (R 257.851 – R257.857) and the Visual Standards for Motor Vehicle Drivers' Licenses (R257.1 – R 257.5).
- Justify the licensing control through summarization of critical information and application of appropriate traffic safety logic and detail professional narrative in the Order of Action report.
- Share knowledge of local programs and services available to unlicensed and licensed drivers.
- Conduct medical reexaminations for Michigan residents residing out of state.

Duty 2

General Summary: **Percentage: 20**

Review of medical evidence contained in the Physician's Statement of Examination, Vision Specialist's Statement of Examination, corresponding addendums, rehabilitation reports, and substance use evaluations. Apply promulgated Administrative Rules: Physical and Mental Standards for Drivers (R257.851-R257.857) and Visual Standards for Motor Vehicle Drivers' Licenses (R257.1 – R257.5).

Individual tasks related to the duty:

- Analyze and review complex medical statements, vision statements, rehabilitation reports, and substance use evaluations submitted by driver license applicants across the state who are identified as having medical conditions that affect their ability to operate a motor vehicle safely.
- Discern with a high degree of precision medical evidence that may be ambiguous, lacking information, forged, or does not adequately address the nature of concern.
- Correspond and consult with physicians, medical staff, substance use counselors, and rehabilitation specialists to clarify and obtain additional information on medical statements, vision statements, rehabilitation reports, and substance use evaluations.
- Use evidentiary standard of a preponderance of evidence, meaning 51% favorable medical evidence may permit driving privileges; 49% favorable medical evidence may result in rescission of driving privileges.
- Impose appropriate licensing controls which may include restrictions, suspension, or revocation of privileges.
- Initiate requests for additional medical information when appropriate.

Duty 3

General Summary: **Percentage: 10**

Facilitate office operations in the absence of an on-site supervisor.

Individual tasks related to the duty:

- Respond to e-mail, telephone, fax, and mail inquiries regarding Driver Assessment customer concerns.
- Maintain office records.
- Resolve customer complaints.
- Order supplies.
- Maintain and facilitate repair of office equipment.
- Update weekly availability for scheduling of reexaminations in system.

Duty 4

General Summary: **Percentage: 5**

Conduct Administrative Failure to Appear Reexaminations (AFTARs).

Individual tasks related to the duty:

- Review driving record for accuracy.
- Determine appropriate licensing control based on severity of record and Department guidelines.
- Request information regarding substance use as determined appropriate based on convictions/crashes on the driving record.
- Justify the licensing control through summarization of critical information and application of appropriate traffic safety logic and detail professional narrative in the Order of Action report.

Duty 5

General Summary:

Percentage: 5

Conduct Driver Assessment reexaminations of drivers involved in fatal crashes. Fatal reexaminations may have greater public visibility and face scrutiny if the crash in question resonated with the public and media.

Individual tasks related to the duty:

- Analyze complex driving record and crash report (UD-10) to determine legal basis for referral.
- Swear in all reexamination participants appearing for reexamination and take testimony.
- Make digital recording of reexaminations.
- Evaluate all statements and evidence submitted by law enforcement, attorneys, and the driver (e.g. photos, witness statements).
- Administer vision, knowledge, and behind-the-wheel driving tests to determine the driver's ability to operate a motor vehicle safely.
- Determine if hazardous driving behavior contributed to cause of the crash.
- Establish good cause for imposing licensing control.
- Justify the licensing control through summarization of critical information and application of appropriate traffic safety logic and detail professional narrative in the Order of Action report.

Duty 6

General Summary:

Percentage: 5

Trains entry and intermediate-level Driver Assessment analysts. Serves as a resource and provides guidance to Office support staff.

Individual tasks related to the duty:

- Leads training efforts for entry and intermediate-level Driver Assessment analysts and notifies staff when new policies and procedures are developed in other areas that may their reexamination and testing efforts.
- Assists with training on medical-related diagnoses and prognoses to ensure a thorough understanding of potential effects and implications on driving ability and behavior.
- Provides assistance to Office support staff.
- Participates in meetings, conferences, seminars, and training programs to learn and understand changes to traffic-safely related law, policy, and best practices.

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

Decisions using the highly complex application of promulgated Administrative Rules, Department policy, and procedures for specific circumstances. Decisions which rely on expertise of complex medical conditions and evidence, early intervention counseling, unsafe driving behaviors that increase risk to self and others, crash risk factors, and crash statistics.

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

The senior analyst is responsible to contact the supervisor for direction when statute, rules, policy, or procedures are unclear in their application to a given problem, or when a situation is beyond the scope of expertise and/or authority.

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 requires working with the public, attorneys, police officers, and medical practitioners. The incumbent is: exposed to potentially hazardous road test conditions with at-risk drivers; exposed to drivers who exhibit bizarre and inappropriate behavior; exposed to drivers who are emotionally unstable, angry, and abusive. Movement of computer equipment or other materials may be required to complete work activities. Reexaminations are conducted throughout the day; the amount of time and intensity of each activity and condition vary with scheduling. Routine travel required, including overnight stays.

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):

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

Yes

23. What are the essential functions of this position?

Conduct complex Driver Assessment reexaminations with citizens throughout the State of Michigan. Highly complex application of promulgated Administrative Rules: Physical and Mental Standards for Drivers (R 257.851 – R 257.857) and Visual Standards (R 257.1 – R 257.5), to a unique individual. Use evidentiary standard of a preponderance of evidence. Discern with a high degree of precision medical evidence that may be ambiguous, lacking information, forged, or does not adequately address the nature of concern. Observe and document driving behaviors and physical abilities of an individual who has physical, mental, or visual limitations and make a sound determination on whether the behind-the-wheel skills are consistent with the driving public, and the individual can maintain ordinary and safe control of a vehicle. Apply expertise on early intervention counseling of probationary drivers and unsafe driving behaviors that increase risk to self and others, crash risk factors, and crash statistics, to the repetitive driving behavior and record of drivers subject to reexamination. Trains entry and intermediate-level Driver Assessment analysts. Serves as a resource and provides guidance to Office support staff: Routine travel, including overnight stays.

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 Driver Assessment Section provides for the safety of Michigan's roadway users through scheduling and conducting at-risk reexaminations, and by promoting public awareness of traffic safety issues through programs that educate, license, and regulate drivers.

The senior Driver Assessment analyst position is responsible for conducting complex reexaminations of the drivers in question and imposing appropriate licensing controls which may include instructions, restrictions, suspension, or revocation of driving privileges. The Senior Driver Assessment analyst trains entry and intermediate-level Driver Assessment analysts, and serves as a resource and provides guidance to Office support staff:

The position also assists branch offices, courts, law enforcement, and the public with interpreting driving records and reviewing medical statements. Driver Assessment analysts may conduct road tests for branch office renewal drivers who may be experiencing driving difficulty and referrals from the Office of Hearings and Administrative Oversight.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent communication skills in all areas, including listening skills, oral skills, and written skills.
Ability to adjust language, tone, check on understanding, and consider cultural differences.
Ability to organize, evaluate, and present complex information effectively.
Ability to work with a diverse population.
Ability to work independently.
Ability to interpret laws, rules, and regulations to the work and highly complex application to a unique individual.

CERTIFICATES, LICENSES, REGISTRATIONS:

Position requires incumbent be a United States Citizen and pass a thorough background investigation to comply with Public Act 7 of 2008, Public Act 23 of 2008, and the Memorandum of Agreement between the State of Michigan and the Department of Homeland Security.

Position requires incumbent possess and maintain a valid driver's license, in accordance with agency's driving record standards.

Driver Assessment Analysts are required to obtain and hold a valid Certified Michigan Notaries Public License.

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

9/26/2025

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