

## 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> DEPARTMENT OF STATE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Legal Services Executive
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Office of Hearings and Administrative Oversight
<b>5. Working Title (What the agency calls the position)</b> Driver Assessment Analyst	<b>11. Section</b> Driver Assessment Section
<b>6. Name and Position Code Description of Direct Supervisor</b> KABDEBO, ERIC D; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Field Operations Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> THOMAS, DEBRA L; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> Varied / Varied
<b>14. General Summary of Function/Purpose of Position</b>  This position independently conducts a full range of driver assessment reexaminations with citizens throughout the State of Michigan, either in person or via the use of videoconferencing equipment. The experienced analyst in this position utilizes extensive knowledge and expertise in the area of reviewing and evaluating medical statements, vision statements, rehabilitation evaluations, substance abuse evaluations and applying state physical and mental standards. The analyst administers appropriate licensing controls as provided for in the Michigan Vehicle Code and department policy. The analyst also assists branch staff, courts, law enforcement, and Lansing-based central office staff in interpreting medical statements, vision statements, rehabilitation evaluations, and substance abuse evaluations. The position requires travel, including overnight travel.	

**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**

Conduct a full range of driver assessment reexaminations.

**Individual tasks related to the duty:**

- Analyze and review driving records for legal basis and accuracy.
- Conduct interviews in person and via video with probationary and non-probationary drivers concerning their driving behavior and traffic safety concerns.
- Conduct vision, written and road tests to further determine the driver's ability to operate a motor vehicle.
- Oversees or conducts complex driving record transactions or system access updates to CARS, or other driver-related information systems.
- Initiate a request for medical statements, visions statements, or substance abuse evaluations, when the driver reveals or it is suspected that a medical condition or substance abuse has been a factor in unsafe driving.
- Impose driving restrictions based on observation, medical information provided and test results.
- Impose licensing controls to motivate drivers to improve their driving and/or remove the unsafe driver from the roadways.
- Make decisions about licensing eligibility and future reexamination referrals through the application of physical and mental standards, medical information, test results and knowledge of illnesses/diseases and their impact on driving.
- Develop justification for licensing control through summarization of critical information and application of appropriate traffic safety logic and prepare a professional narrative in the Order of Action report.
- Extend knowledge of local programs and series available to unlicensed and licensed drivers.
- Conduct medical reexaminations for Michigan residents residing out of State.

**Duty 2**

**General Summary:**

**Percentage: 10**

Responsible for the review of medical statements, vision statements, rehabilitation evaluations, substance abuse evaluations and the application of state physical and mental standards to authorize the issuance or renewal of licensure for driver license applicants throughout the state.

**Individual tasks related to the duty:**

- Analyze and review medical statements, vision statements, rehabilitation evaluations and substance abuse evaluations submitted by driver license applicants throughout the state who have been identified as having a medical condition that affects their ability to operate a motor vehicle safely.
- Determine if medical conditions affect the ability to operate a motor vehicle safely and if restrictions are required.
- Correspond and consult with doctors, medical staff and rehabilitations staff to clarify and obtain additional information on medical statements, vision statements, rehabilitation evaluations and substance abuse evaluations.
- Initiate requests for additional medical information when appropriate.

**Duty 3**

**General Summary:**

**Percentage: 10**

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

**Individual tasks related to the duty:**

- Respond to email, telephone, fax and mail inquiries regarding license status.
- Request microfilm source documents, medical statements, substance abuse evaluations, vision statements, OC-88's and any other documents available.
- Determine and submit record corrections directly to the department's Abstract Processing Unit.
- Maintain office records.
- Handle customer complaint issues.
- Order supplies.
- Maintain and facilitate repair of office equipment.
- Complete production reports.
- Input availability of work schedule in computer for scheduling of driver cases.

**Duty 4**

**General Summary:**

**Percentage: 10**

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 abuse indulgence as dictated by convictions on the record.
- Develop justification for the licensing control through summarization of critical information and application of appropriate traffic safety logic and prepare a professional narrative on Order of Action.

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

Conduct reexaminations of drivers involved in fatal accidents.

**Individual tasks related to the duty:**

- Analyze 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 fatal reexaminations.
- Evaluate all statements and evidence submitted by law enforcement, attorneys, and the driver (e.g. photos, witness statements).
- Administer vision test, knowledge test and driving skills test to determine the driver's capability of operating a motor vehicle safely.
- Develop justification for the licensing control through summarization of critical information and application of appropriate traffic safety logic and prepare a professional narrative on Order of Action.

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

Decisions must be made using the application of state medical licensing standards, department rules, bureau policies, and procedures to specific situations. Dealing with medical conditions is very complex and varied; reference manuals and medical conditions are generalized and do not cover eventualities. Independent judgment is required. Decisions affect all drivers appearing for reexamination.

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

Employee is responsible for contacting their supervisor for direction when statute, policy, medical standards 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.**

Position involves dealing with the general public, attorneys, and police officers. Exposed to potentially hazardous road test conditions with at-risk drivers, without use of emergency brakes. Exposed to drivers who exhibit bizarre and inappropriate behavior. Some drivers are emotionally unstable, angry, and abusive. Movement of computer equipment or other materials may be needed 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):**

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

The driver assessment analyst will conduct driver assessment reexaminations for at-risk drivers and administer the appropriate licensing controls, as provided for in the Michigan Vehicle Code and department policy. The analyst will also assist department staff, courts, law enforcement and drivers in the review of medical statements and master driving record issues to determine proper driver licensing status.

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

Establishing new position.

**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 driver assessment reexaminations, and by promoting public awareness of traffic safety issues through programs that educate, license, and regulate drivers. The driver assessment analyst position is responsible for conducting the reexaminations of the drivers in question and issuing the proper licensing actions. The position also assists branch offices, courts, law enforcement and the public with interpreting driving records and reviewing medical statements. Driver assessment analysts also 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 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent communication skills in all areas, including listening skills, oral skills, and written skills.
- Ability to organize, evaluate, and present information effectively.
- Ability to work with a diverse population.
- Ability to work independently.
- Ability to interpret laws, rules, and regulations relative to the work.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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.

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.

*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.***

\_\_\_\_\_  
Appointing Authority

10/13/2023  
\_\_\_\_\_  
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