

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. HUMRDEVAD49N

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.I.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Professional Development
4. Civil Service Position Code Description Human Resources Developer-A	10. Division Michigan Commission on Law Enforcement Standards (MCOLES)
5. Working Title (What the agency calls the position) Curriculum and Standards Developer	11. Section Budget & Career Development Section
6. Name and Position Code Description of Direct Supervisor CATANIA, JOANNE M; HUMAN RESOURCES MGR-3	12. Unit Career Development Unit
7. Name and Position Code Description of Second Level Supervisor BOYER, LEON O; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 927 Centennial Way, Lansing MI 48917 / Monday – Friday, 8:00 – 5:00, potential for alternative work schedules and/or remote work.

14. General Summary of Function/Purpose of Position

This position serves as the recognized resources for the Career Development Unit, responsible for analyzing, designing, developing, implementing, and evaluating training standards for in-service, law enforcement professional training across the state. In addition, this person will leverage existing, or establish new, professional best practices for training or educating law enforcement officers. These standards and best practices have statewide effect on both entry-level and active-duty law enforcement officers. The person conducts research and job task analysis, facilitates group work, provides statistical analysis, writes formal validation reports, and constructs instructional strategies and training delivery methods based adult learning theory and outcome-based training.

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: 50

Research, develop, maintain, and validate the statewide training for active duty law enforcement officers in Michigan.

Individual tasks related to the duty:

- Organize, facilitate, and coordinate the efforts of contractors and advisory panels for the creation, review, and update of valid training standards.
- Lead and direct the research activities that support independent project outcomes and measures and produce logistically achievable project outcomes.
- Solicit the input of Training Directors and Advisory Groups to assist the MCOLES staff with standards development and implementation issues.
- Monitor trends in police training technology and remain current on emerging law enforcement developments to ensure the viability of the established standards.
- Synthesize relevant empirical research to maintain the content and construct validity of standards.
- Independently facilitate meetings with content specialists and professional advisory groups to identify contemporary best policing practices and determine their relevancy to in-service standards.
- Develop courseware, identify training delivery methods and apply appropriate adult learning theories

Duty 2

General Summary:

Percentage: 20

Conduct applied research to identify the essential job functions, professional best practices, and other tasks required to perform competently as a law enforcement officer in Michigan.

Individual tasks related to the duty:

- Review the professional literature and explore exemplary programs to identify emerging law enforcement training trends and issues.
- Remain current with the professional criminal justice and legal research so training standards reflect best practices and recent court precedent.
- Select the methods and initiate activities for conducting research that validates training specifications and coordinate the activities of others to remedy any deficiencies.
- Ensure that research methods comply with professional standards (e.g. American Psychological Association Guidelines) and the mandates of state and federal fair employment laws.
- Conduct analyses and document project processes and outcomes by writing formal validity reports.
- Provide direction in the research, development, online implementation, and evaluation of a statewide job-task-analysis (JTA) of the position of law enforcement officer in Michigan.
- Independently interpret research findings of the JTA as it relates to potential modifications to the statewide curriculum and minimum training standards.

Duty 3

General Summary:

Percentage: 15

Research, develop, maintain, and validate the statewide basic training curriculum for entry level law enforcement officers in Michigan.

Individual tasks related to the duty:

- Independently review existing training specifications (objectives) and implement modifications based on the latest criminal justice research and professional best practices for both recruits training and in-service training.
- Maintain the validity and legitimacy of the basic training curriculum by ensuring it conforms to current law, legal precedent, and local best practices.
- Direct, organize, facilitate, and coordinate the efforts of professional content experts in the creation, review, and modernization of the basic training curriculum.
- Independently identify functional areas of the basic curriculum that are in need of additions, revisions, modifications, or updates and ensures that instructor commentaries reflect contemporary policing.
- Ensure the validity of MCOLES training specifications and standards by ensuring their connectivity to the job task analysis and essential job functions of the position of patrol officer.
- Independently synthesize relevant information from a variety of sources to identify potential threats to validity and to produce assigned work products.

Duty 4

General Summary:

Percentage: 10

Research, develop, implement, and evaluate instructional strategies, and create resource materials for the delivery of law enforcement training on a statewide basis, based on outcome-based learning theory.

Individual tasks related to the duty:

- Research and construct materials for law enforcement training (e.g., reference and source materials, instructor manuals, facilitator guides, etc.).
- Independently research and identify new and improved technological tools (software and hardware) for use in curriculum development and presentation of law enforcement training.
- Consult with subject matter experts and law enforcement training administrators regarding the most effective instructional strategies for delivering law enforcement training.
- Identify appropriate problem-based learning theories, adult learning strategies and methods, and delivery strategies to enhance the effectiveness of law enforcement training.
- Review and evaluate on an on-going basis, the instructional aids and techniques used to train law enforcement officers so as to maintain state-of-the-art delivery of training content.
- Lead and direct training workshops for the training providers to promote outcome-based learning to help standardize delivery models.
- Write training materials, instructor manuals, and facilitator guides and assess their usefulness and legitimacy in the basic training and in-service training environments.

Duty 5

General Summary:

Percentage: 5

Other Duties

Individual tasks related to the duty:

- Provide recommendations for the design of evaluation instruments and processes for the systematic statewide evaluation of law enforcement domestic violence, sexual assault and victim rights training programs.
- Provide recommendations regarding basic and advanced training programs based on data analyses (e.g., instructional assessments, tests, student feedback, etc.).
- Prepare and make presentations to various task forces, commissions, or committees at the direction of the Section Manager.
- Analyze requests and provide training materials to law enforcement agencies and their personnel.
- Independently conduct special research projects, as assigned.
- Prepare policy information and recommendations for action by the Commission on Law Enforcement Standards and make presentations before the commission to obtain the adoption of the recommendations.

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

The person in this position exercises considerable independent judgment in day-to-day procedural decisions and changes that are related to the development of training curricula, training standards, and training delivery methods for entry level and in-service law enforcement officers. These decisions affect active-duty officers (over 18,000), academy training programs (20), individual law enforcement recruits (approximately 800 per year), and those seeking licensure as law enforcement officers in Michigan.

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

- Major project decisions that require commission action or approval.
Decisions with budgetary or financial ramifications for the organization.
- Decisions requiring new MCOLES policies or procedures.
- Decisions with political ramifications for MCOLES.

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 is largely administrative in nature and is performed in an office setting. However, the position may occasionally involve arduous physical activity. This may occur when participating in hands-on research regarding the skill areas of law enforcement training, for example, firearms, subject control, first aid, emergency vehicle operations, or physical fitness testing.

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

N Provide formal written counseling.

N Approve leave requests.

N Approve time and attendance.

N Orally reprimand.

N Approve work.

N Review work.

N Provide guidance on work methods.

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?

New position

23. What are the essential functions of this position?

This position serves as the recognized resources for the Career Development Unit, responsible for analyzing, designing, developing, implementing, and evaluating training standards for in-service, law enforcement professional training across the state. In addition, this person will leverage existing, or establish new, professional best practices for training or educating law enforcement officers. These standards and best practices have statewide effect on both entry-level and active-duty law enforcement officers. The person conducts research and job task analysis, facilitates group work, provides statistical analysis, writes formal validation reports, and constructs instructional strategies and training delivery methods based adult learning theory and outcome-based training.

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 Violence Against Women Training Unit conducts relevant applied research and development, actively engages in the implementation of law enforcement training curricula and conducts evaluation to ensure that training objectives are achieved, and students attain a minimum level of competency. This position directly engages in the primary research and development of training curricula and minimum training standards. This position also supports the implementation of curricula and minimum training standards by serving as a resource for the law enforcement training delivery system, continuously collaborating with the entire criminal justice and victim services communities and the funding agency.

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:

Human Resources Developer 12

Three years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

A well-rounded body of law enforcement knowledge specific to the response to an investigation of domestic violence and sexual assault and experience are important for effective performance in the position. This is especially true with respect to law enforcement practices, policies, procedures, and training strategies, including outcome-based learning. The ability to conduct applied research, perform content analysis, identify best practices, organize and synthesize information into the appropriate format, facilitate work groups, write formal reports, and pilot test outcomes to identify and resolve logistical and practical issues are also vital qualities. Essential skills are leadership, communication (oral and written), critical thinking, facilitation, and the ability to function with team members. This position also requires fundamental computer skills (e.g., word processing, spreadsheets, e-mail, and some database applications).

CERTIFICATES, LICENSES, REGISTRATIONS:

Preferred: Prior law enforcement license in Michigan, or license or certificate from another state.

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.

JENNIFER GRAY

3/4/2022

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