

1. Position Code
BUREAADMB67N

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resource
4. Civil Service Classification of Position State Bureau Administrator 18	10. Division Law Enforcement
5. Working Title of Position (What the agency titles the position) Law Enforcement Division Chief	11. Section Executive
6. Name and Classification of Direct Supervisor Lott, Shannon J., Senior Deputy Director	12. Unit
7. Name and Classification of Next Higher Level Supervisor Bowen, M. Scott, Director A	13. Work Location (City and Address)/Hours of Work 525 W. Allegan, Lansing, MI 48933 M-F/8-5

14. General Summary of Function/Purpose of Position

As Chief of the Law Enforcement Division, the incumbent will be responsible for the overall performance, effectiveness, supervision and administration of the Division. Division programs encompass responsibility/authority for the Department's mission in fish, wildlife, recreational facilities (state parks/recreation areas, forest campgrounds, game areas, etc.), associated public safety/facility protection issues, recreational vehicle safety (watercraft, snowmobile and off-road vehicles), and habitat protection (shoreline, bottom lands). The incumbent will provide leadership to help direct and administer programs across the Department as a member of the Department's Management Team.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 50

Direct and oversee Law Enforcement Division with responsibility for developing management goals, objectives, policies, and operational plans for the Department's law enforcement programs. Oversee daily operations through line and special program supervisors.

Individual tasks related to the duty.

Provide day-to-day direction and supervision of staff. Develop written goals, objectives and annual performance plans for staff and conduct formal and informal evaluations.

Monitor and evaluate the performance and accomplishments of the Division's various enforcement and educational programs and efforts, ensuring they are consistent with the Division's mission.

Identify processes and procedures in need of improvement for operational efficiency and effectiveness. Work with staff to develop and implement improvements.

Identify needed programs and work with staff to develop, secure funding, and implement.

Oversee and direct the division budgeting process including establishing spending priorities.

Oversee and lead the Division management team.

Provide direct supervision of the Environmental Investigations Section as a component of an MOU with the Department of Environment, Great Lakes, and Energy.

Crisis Coordination through designated staff, deployment and availability of divisional resources in cases of emergency/crisis situations.

Duty 2

General Summary of Duty 2

% of Time 25

Represent Law Enforcement Division and maintain a high level of involvement with outside agencies, organizations, and the public.

Individual tasks related to the duty.

Represent the Division and/or Department with other state or federal agencies, non-governmental agencies, and the public. This includes but is not limited to the Department Management Team, Department Resource Bureau, Natural Resources Commission, Michigan Legislature, Great Lakes Fisheries Commission, Association of Midwest Game and Fish Law Enforcement Officers, and various constituent groups.

Oversee the work of the Division communications specialist and engage in efforts to promote the mission of the Department and Division through various forms of communication and community outreach. Inform all segments of the general public of the Department's missions, strategies, and viewpoints on issues of concern.

Duty 3

General Summary of Duty 3

% of Time 25

Interpretation and implementation of laws, policies, and procedures.

Individual tasks related to the duty.

Provide oversight of the Legal Resources Section. Relying on input from this section, interpret, guide, and oversee implementation of legal and/or administrative precedents. This includes oversight of the FOIA Unit and the body-worn cameras policy.

Provide final review and approval of Division policies and procedures developed by the Policy Committee and approved by the Division Management Team.

Work with leadership from other Divisions and outside agencies regarding strategies concerning law enforcement issues on resource protection and public safety.

Guide and advise general public through various forms of communications (i.e., written, electronic, personal appearance) on interpretations of laws, Department policies and Divisional enforcement posture on various issues.

Effect changes through the creation, modification, or repeal of laws, orders, administrative rules or operational policies and procedures to ensure enforcement tools and strategies are available to adequately address identified problems and Department/Division missions.

Ensure Division policies and procedures are consistent with Department policies, Civil Service rules, etc. and are adhered to by the Division.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Enforcement strategies, policies, resource/manpower deployment, general daily operations.

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

Preferred strategies/policies on short term problems/issues where no specific or multiple legal precedents exist. Any decision that has potential implications or effects on the Department as a whole, or ramifications that extend beyond Law Enforcement Division.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Physical effort, office environment, no strenuous physical effort involved. Normal environmental conditions. Some travel is required.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Brandon Kieft	State Division Admin. 17	Margaret Rost	State Admin Mgr 15
Vincent Woods	Conservation Officer SPV 3	Kip Conley	State Admin Mgr 15
Vacant	Executive Secretary-1A		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ Train employees in the work. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**
NA.

- 23. What are the essential duties of this position?**

The incumbent will be responsible for the overall performance, effectiveness, supervision and administration of the Division. The incumbent will provide leadership to help direct and administer programs across the Department as a member of the Department's Management Team.

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

N/A

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

Division programs encompass responsibility/authority for the Department's mission in fish, wildlife, recreational facilities (state parks/recreation areas, forest campgrounds, game areas, etc.), associated public safety/facility protection issues, recreational vehicle safety (watercraft, snowmobile and off-road vehicles), and habitat protection (shoreline, bottom lands). As Chief of the Law Enforcement Division, the incumbent will be responsible for the overall performance, effectiveness, supervision and administration of the Division and programs. The incumbent will provide leadership to help direct and administer programs across the Department as a member of the Department's Management Team.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree. A degree in the natural resources or law enforcement field is preferable.

EXPERIENCE:

Two years of experience equivalent to the 15-level manager in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated expertise in the field of natural resources law enforcement.
Leadership skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

MCOLES certification is desirable.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date