

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

Position Code 1. HUMSPL2A22N
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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 Bureau
4. Civil Service Position Code Description HUMAN RESOURCES DVLPR SPL-2	10. Division Michigan Commission on Law Enforcement Standards (MCOLES)
5. Working Title (What the agency calls the position) Performance Assessment Specialist	11. Section Career Development
6. Name and Position Code Description of Direct Supervisor BOYER, LEON O; HUMAN RESOURCES MGR-3	12. Unit Performance Assessment Development
7. Name and Position Code Description of Second Level Supervisor KEMPA, JOSEPH E; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 927 Centennial Way, Lansing MI 48917 / M-F, 8-5

14. General Summary of Function/Purpose of Position

The position has sole responsibility for the validity and reliability of all Commission performance assessment instruments and written testing. The responsibilities include (1) constructing and reviewing the assessment instruments; (2) interpreting statistical outputs for item bias and ambiguity; (3) conducting applied psychometric research and independent statistical analyses; and (4) coordinating work progress among professional psychometricians, Commission staff, and independent contractors to ensure fair and valid interpretation of behavioral outcomes and test scores. The position supervises the work of all assessment contractors.

The position reviews curriculum and standards development to ensure that there is no negative impact upon the validity of any Commission performance assessment instrument and that all evaluations are based on clearly defined learning domains. The position ensures job-relatedness by maintaining the interconnectivity among job task analysis, training specifications, the basic training curriculum, continuing professional education (CPE) requirements (formerly referred to as in-service training), employment standards, and testing. The position ensures that training and assessment align with national professional standards and state and local best practices.

This position is required to perform all duties in a bias free manner.

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

Provide for the ongoing psychometric analyses of performance assessment instruments, including maintenance of the state licensing examination for law enforcement officers.

Individual tasks related to the duty:

- Oversee conventional item analyses regarding difficulty, discrimination, ambiguity, and bias.
- Conduct item pre-calibration from ASCII data files, for items and persons, using Rasch statistical models, or other similar statistical models.
- Select and prepare items for test equating purposes, based upon Rasch logit identifiers, or other similar statistical models.
- Develop a pre-calibrated Rasch item bank of experimental items for the licensing examination.
- Analyze and improve existing measurements of human aptitude.
- Calculate test and evaluation equating statistics to a common metric and maintain an appropriate pass/failure score.
- Conduct exam pre-equating method.
- Ensure compliance with applicable assessment standards, including those published by the American Psychological Association and the American Educational Research Association.
- Conduct special statistical analyses, as assigned, to maintain construct and content validity.
- Serve as the MCOLES licensing assessment coordinator for the state, including representation at national meetings.

Duty 2

General Summary:

Percentage: 20

Oversee the statewide reading and writing and physical fitness assessment programs for entry into basic law enforcement training.

Individual tasks related to the duty:

- Direct the writing of reading and writing test item bank, primarily through the professional services of psychometric experts.
- Refine existing items for suitability in the reading and writing examination.
- Oversee pre-enrollment physical fitness testing and maintain job relatedness.
- Ensure that test proctor manuals contain accurate and up to date information.
- Ensure that test policies and procedures reflect current state and national standards.
- Write summary reports of test activity and conduct statistical analyses on a regular schedule and when requested.
- Advise immediate supervisor, as necessary and appropriate, when policies and procedures are violated.

Duty 3

General Summary:

Percentage: 20

Monitor the development, maintenance, and job-relatedness of the statewide basic training curriculum to ensure the validity and reliability of the interpretations made based on the law enforcement licensing examination and performance assessment instruments.

Individual tasks related to the duty:

- Examine the learning domain and refine areas that need additions, revisions, or updates.
- Consult with the curriculum advisory committees regarding system-wide issues as they relate to content and construct validity.
- Ensure the job relatedness of the basic training curriculum and its connectivity to the learning domain.
- Ensure the job relatedness of continuing professional education (CPE) requirements and its connectivity to the learning domain.
- Organize and facilitate subject-matter-expert workgroups for the creation, review, and update of the training specifications.
- Maintain the content and construct validity of training specifications by ensuring their connectivity among the job task analysis, the licensing examination, the learning domain, and assessment instruments.
- Ensure that all training specifications are in the form of behavioral outcomes and suitable for performance assessment.
- Coordinate input from the field regarding curriculum issues as they relate to content and construct validity, as needed.
- Interpret contemporary criminal justice and psychometric research to determine their applicability to assessment programs.
- Assist the domestic violence STOP grant, BHEP, CPE, Response to Active Violence, Active-Duty Firearms, and other Career Development programs in matters relating to validity, reliability, and assessment.
- Provide oversight to any MCOLES interns in areas related to Career Development programs, testing, and training.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned by management.

Individual tasks related to the duty:

- Prepare and submit relevant or required reports.
- Work on special projects as assigned within the MCOLES and the section.
- Work on projects as assigned outside of normal responsibilities to assist other sections or to meet deadlines.
- Assist in the collection of relevant information from academies and law enforcement agencies statewide to be posted on the MCOLES website (e.g., upcoming training opportunities, employment opportunities, academy graduation dates, RPTE schedule, etc.).
- Assist with certification of instructors and programs for the MCOLES Civilian Pistol Safety Training Program.
- Review Michigan Justice Training Fund (P.A. 302) grants, as assigned, and provide analyses and recommendations.
- Assist in maintaining the validity of defensible pre-employment selection standards, as assigned.
- Assist in matters related to CPE requirements and the active-duty firearms standard and recommend improvements, as necessary.
- Conduct special research projects as assigned.
- Formulate independent statistical analyses, using conventional statistics and Rasch methodologies, as assigned.
- Facilitate special work groups and conduct brainstorming sessions, as necessary.
- Write formal technical reports and validity reports that establish the job relatedness of testing and training, as needed.

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

Day to day procedural decisions and changes that are related to the licensing examination, reading and writing and physical fitness testing, the basic training specifications, and changes with impact on assessment instruments. Decisions that affect academy training programs, individual law enforcement recruits, and those seeking employment in policing in Michigan. The statewide assessment programs are highly visible and very specialized.

Other independent decisions also include determining priorities and deadlines for work product, implementing improvements for academy and in-service training, and development of solutions for problems or needs where little or no established procedures exist.

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

Decisions that impact internal policy, past practices, or the overall organizational strategic plan; final policy decisions that would go before members of the Commission; budgeting and expenditures issues; decisions with statewide political ramifications to include but not limited to:

- Major project decisions.
- Major decisions on communications content and dissemination.
- Major decisions with budgetary ramifications.
- Major decisions requiring new policy

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.

Sitting, standing, kneeling, lifting (up to 50 lbs.), walking, bending, and extensive computer usage. Physical activities: Requires sitting for extended periods of time at a computer and working under stressful situations and time deadlines. This position operates from locations that include offices, vehicles, and classrooms, meeting rooms, conference centers, and law enforcement agencies. Some out-of-town and overnight travel and inconsistent hours may be required.

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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| ☐ 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. |

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 position has sole responsibility for the validity and reliability of all Commission performance assessment instruments and written testing. The responsibilities include (1) constructing and reviewing the assessment instruments; (2) interpreting statistical outputs for item bias and ambiguity; (3) conducting applied psychometric research and independent statistical analyses; and (4) coordinating work progress among professional psychometricians, Commission staff, and independent contractors to ensure fair and valid interpretation of behavioral outcomes and test scores. The position supervises the work of all assessment contractors.

The position reviews curriculum and standards development to ensure that there is no negative impact upon the validity of any Commission performance assessment instrument and that all evaluations are based on clearly defined learning domains. The position ensures job-relatedness by maintaining the interconnectivity among job task analysis, training specifications, the basic training curriculum, continuing professional education (CPE) requirements (formerly referred to as in-service training), employment standards, and testing. The position ensures that training and assessment align with national professional standards and state and local best practices.

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

AA requesting to activate position. The essential duties and tasks have not changed.

Since the position was vacated five years ago, the duties and tasks have been shared and performed by various staff members of MCOLES.

Updated KSA section.

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

The function of this work area is to provide Michigan's law enforcement community and training delivery system with reliable and valid assessment instruments that are tied to a valid and reliable curriculum. The position requires research, analyses, and oversight of the test development process related to the responsibilities of MCOLES. The position monitors the research and development of curriculum and standards to ensure the validity and defensibility of all testing instruments.

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 Specialist 13 - 15

Four years of professional experience equivalent to a Human Resources Developer, including two years equivalent to a Human Resources Developer P11 or one year equivalent to a Human Resources Developer 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the MCOLES Act, administrative rules, policies, and procedures, specifically as they relate to the minimum standards required to be an MCOLES licensed law enforcement officer in Michigan.
- Ability to conduct detailed analysis of various documents and pertinent information to form conclusions and make recommendations regarding action plans going forward.
- Must possess strong communication skills, both verbally and in writing.
- Ability to manage heavy workloads in stressful conditions and independently prioritize functions and workload during cyclic high and low periods.
- Knowledgeable of the principles and methods of research, statistics, and operational analysis of criminal justice programs is preferred.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development is required.
- Ability to establish program procedures, policies, and guidelines and relate them to objectives and analyses is required.
- Have a well-rounded body of law enforcement knowledge and experience is an important foundation for this position, particularly in law enforcement practices, policies, procedures, and training strategies.
- Possess fundamental computer skills (e.g., word processing, spreadsheets, e-mail, database applications, etc.) and an aptitude to learn, and independently use, specialized statistical analysis models and equating software.
- Possess a sound fundamental understanding of the underlying mathematical principles.

Other required skills include:

- The ability to use a computer, and work with appropriate software, e.g., MS Word, Access, Excel, Adobe Acrobat Pro, Statistical Analysis programs.
- Strong organizational skills.
- Strong project management skills.
- The ability to work independently and meet deadlines.
- The ability to function effectively in a team environment and function as a team leader.
- The ability to maintain favorable public relations using tact, good judgment, and courtesy.
- The ability to maintain focus, poise, and work ethic under stressful condition.

The ability to be trained to use MCOLES specific systems (i.e. MITN, FileNet, IA Pro, etc)

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.

JENNIFER GRAY

8/9/2024

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