

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

<b>Position Code</b> 1. DPTLTCH
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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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MIL AFFR CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> MICHIGAN ARMY NATIONAL GUARD
<b>4. Civil Service Position Code Description</b> Departmental Technician-E	<b>10. Division</b> MICHIGAN YOUTH CHALLENGE ACADEMY
<b>5. Working Title (What the agency calls the position)</b> OPERATIONS AND TRAINING COORDINATOR	<b>11. Section</b> RESIDENTIAL ON-SITE PROGRAM
<b>6. Name and Position Code Description of Direct Supervisor</b> ; YOUTH CHALNG ACDMY SPV-3 10	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; DEPARTMENTAL MANAGER-2 13	<b>13. Work Location (City and Address)/Hours of Work</b> 5500 ARMSTRONG DR, BLDG 13, BATTLE CREEK, MI 49037 / VARIABLE DAYS/SHIFTS

**14. General Summary of Function/Purpose of Position**

This position is responsible for the day-to-day operations of the Michigan Youth Challenge Academy. Collect cadet/cadre operational data, track and report daily through manual and database (CAIRS) student files. Coordinate operations, provide training resources and monitor execution of MYCA operations and training.

This position is also responsible for conducting and overseeing the plans and training of the corps of cadets and the academy staff. Develop and synchronize cadet daily training schedules to incorporate educational and life skills (8 Core Components) aspect of the MYCA program, ensuring compliance with State of Michigan educational requirements and National Guard Bureau Youth Challenge policies and regulation. Act as the MYCA Senior Trainer for both cadet and cadre 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: 60**

**Operations and Plans:** This position is responsible for the day-to-day operations of the Michigan Youth Challenge Academy. Collect cadet/cadre operational data, track and report daily through manual and database (CAIRS) student files. Coordinate operations, provide training resources and monitor execution of MYCA operations and training. Plan MYCA training events and community service projects.

**Individual tasks related to the duty:**

- Create the MYCA program's daily operation plan which will include the specific tasks the staff and the corps of cadets are to accomplish each day and operations are thoroughly planned
- With Cadre input, develop and implement a daily cadet training schedule for all phases of resident training.
- Plan and coordinate community service event for cadets and ensure that events will meet requirements of community service core component.
- Man and operate a 24/7 academy operations center during Acclimation (pre-challenge) phase.
- Develop and analyze metrics using (Access, Excel, CAIRS software) for tracking individual and group performance in meeting course requirements. Ensure accurate data entry of cadet training information in support of program requirements. Provide daily situation report on last 24-hours of operations.
- Conduct regular performance audits and internal management controls inspections to ensure program compliance. Provide recommendations to improve program processes, policy and procedures.
- As required, provide reports to the MYCA staff and leadership, the Michigan National Guard and the National Guard Bureau, i.e....regular metric to ensure cadets are on track for promotions and graduation.
- Provide program oversight for records completion to ensure cadet training is completed and program criteria has been successful implemented, ensuring program process and performance meets annual audit requirements of the Michigan National Guard Cooperative Agreement and NGB Youth Challenge Academy policy.
- Plan and coordinate platoon field training exercise, sports days, leadership reaction course, urinalysis testing, physical training routines and guest speakers.
- Coordinate training resources to include Ft. Custer Training Center facilities, bus transportation, meals and VA Medical Center facilities.
- Plan and coordinate external assistance in training 8-core components, i.e....Junior Achievement Instructors, Michigan Red Cross, etc... ensure memorandums of understanding have been developed with quantifiable results that line up with 8-core components.
- Coordinate Commandant's cup competition and award.
- Manage Commander Critical Information Requirement (CCIR) and Serious Incident Reporting (SIR).

#### **Duty 2**

**General Summary:**

**Percentage: 35**

**Training:** This position is responsible for conduct and oversight of training of the corps of cadets and the academy staff. Develop and synchronize cadet daily training schedules to incorporate educational and life skills (8 Core Components) aspect of the MYCA program, ensuring compliance with State of Michigan educational requirements and National Guard Bureau Youth Challenge policies and regulation. Act as the MYCA Senior Trainer for both cadet and cadre training.

**Individual tasks related to the duty:**

- Develop, coordinate and execute staff in-house training to enhance positive role modeling, resiliency and counseling skills.
- Conduct public presentations, briefings, and meetings with parents, mentors and school districts to enhance program recruiting, public support and program information.
- This position will be considered the Senior Cadre and Cadet Trainer within the MYCA. Qualified as a cadre trainer in order to provide cadre training for new employees, as well as refresher and recurrent training of experienced cadre staff based on program need as identified by program metrics reports
- Develops and coordinates cadet training program that synchronizes the educational component of the MYCA program with the 8 core component (life skills) portion of the curriculum.
- Makes recommendations to the Commandant regarding curriculum gaps/shortfalls and areas within the course material that need improvements.
- Develop and maintain the Michigan Youth Challenge Academy "yearly training calendar" to ensure, 8-CORE component completion, class orientations and visits are scheduled, and classes are available for cadets to meet graduation/promotion criteria, as well as synchronization of all department calendars into one central document.
- Verify required course supporting documentation is captured for all training events for both cadets and staff.

#### **Duty 3**

**General Summary:**

**Percentage: 5**

**Additional Duties:** as required

**Individual tasks related to the duty:**

- Fill in for Cadre shortfall in emergency situations.
- Provide appropriate adult role model during public interaction or field trips and tours.
- Assist education leaders and presenters during specific presentations.

- Instruct cadets in appropriate social skills and behaviors.
- Transports cadets to off-campus activities.
- Contact parents of cadets for informational purposes.

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

Provide counseling of subordinate YCA Cadre Aides, with an emphasis of timely corrections of procedure in accordance with MYCA SOP's & Program Policies.

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

- Any training which may divert from a pre-approved training schedule.
- Recommending the discharge/ dismissal of YCA Cadre Aides and Cadets.
- Changing program policies in place by the MYCA to modify cadet-learning experience.

**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.**

Lead and participate in military physical fitness, recreational activities, and military drill & ceremony. Rotating shifts and flex work require special physical effort. Requires participation in safe crisis management program to physically intervene with cadets who are exhibitors of aggressive behavior. Physical effort over standard office environment is required for 35% of the daily activities. Participate in the semi-annual MYCA physical fitness assessment.

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

Conducting and overseeing the plans and training of the corps of cadets and the academy staff.

Develop and analyze metrics using (Access, Excel, CAIRS software) for tracking individual and group performance in meeting course requirements.

Be available for on-call.

Investigate all allegations of wrong doing and all accidents (coordinate with YCA Supervisor 9).

Conduct physical fitness and recreation training to cadets.

The list of duties and responsibilities is not intended to be inclusive and DMVA reserves the right to assign additional duties and responsibilities as necessary

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

N/A – new position

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

The MYCA is a 22-week intervention program for 16-19 year old “at-risk” youth who have dropped out of high school. The program uses a basic training, military model approach with the objective of providing “at-risk” youth with a GED or high school credit education in a structured, residential environment. This position is required to provide the discipline, structure, military role model and supervision to ensure the success of these “at-risk” youth. This position supervises the work of lower level Michigan Youth ChalleNGe Academy Cadre Aides.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Departmental Technician 7**

One year of experience performing administrative support activities equivalent to the 7-level in state service.

**Departmental Technician 8**

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

OR

One year of experience performing administrative support activities equivalent to the 8-level in state service.

**Departmental Technician E9**

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

**Alternate Education and Experience**

**Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

**Departmental Technician 8**

Possession of a Bachelor's degree may be substituted for the experience requirement.

**Departmental Technician E9**

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of military procedures, discipline, structure/culture. Knowledge of health, safety and first aid practices. Ability to supervise staff and cadets while maintaining a military atmosphere. Able to work flex work schedule, including evenings, weekends, and holidays. Knowledge of supervisory techniques and principles of labor management. Ability to understand labor contracts. This is not intended to be all-inclusive.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

One year military experience

One year of YCA Cadre training

*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.

This PD is a current, accurate representation of the duties assigned to the position.

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

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

3/3/2015

\_\_\_\_\_  
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