

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. SENMGEXCB16N

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Legal Services Executive
4. Civil Service Position Code Description SENIOR MANAGEMENT EXECUTIVE	10. Division Office of Investigative Services
5. Working Title (What the agency calls the position) Senior Investigative Executive	11. Section
6. Name and Position Code Description of Direct Supervisor CRAINE, KHYLA D; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor ANDERSON, CHRISTINA H; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Richard H. Austin Bldg., 430 W. Allegan, Lansing, MI / 8:00 a.m. – 5:00 p.m. (may vary) Monday - Friday

14. General Summary of Function/Purpose of Position

As a Bureau Director, this position is responsible for statewide oversight of investigations of employees, customers, dealers, mechanics, salvage agents, and vendor fraud within MDOS, analyses of ethical and legal implications, and oversight on issues related to misconduct and fraud. This position will organize and administer the various investigations and integrity units within the Department and coordinate processing and disposition of investigations for the agency. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings. This position involves working closely with state, local, and federal law enforcement agencies on investigative matters.

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: 40**

Responsible for organizing and administering the multi-dimensional program area of investigations for the agency, as well as reviewing and making final recommendations for summary reports for investigative cases conducted under the direction of the Office of Human Resources, Bureau of Branch Operations, the Information Security and Control Division, and Bureau of Elections. Review includes analysis of case and determination of sanctions to ensure alignment with applicable laws and Department policy.

Individual tasks related to the duty:

- Provide enterprise oversight on fraud programs, both investigative and preventative.
- Review cases and ensures processes and final decisions are aligned with legal and administrative directives.
- Ensure compliance with internal and external reporting obligations. Provide input on monthly reporting, investigative reports, and reviewing documents stemming from the issuance of reports.
- Assist with law enforcement authority inquiries, assistance, or informational needs.
- Assists with interactions with other state and local agencies as appropriate.
- Direct the preparation of case files and information to Executive team on a monthly basis on caseload status.
- Develop new or updated procedures to align areas that have a role in fraud review, analysis, detection and/or prevention.
- Advise staff in the resolution of sensitive, complex, or precedent setting situations; determine course of actions.
- Establish quality assurance standards, and assurance compliance.
- Establish missions, goals, and policies and procedures for department investigation compliance and integrity divisions.
- Oversees or conducts complex driving record transactions or system access updates to CARS, or other driver-related information systems
- Position requires the use of LEIN for investigative inquiries, which requires the incumbent to maintain LEIN certification.

Duty 2**General Summary:****Percentage: 30**

Responsible for development of investigative plans and provides guidance and resolution of issues that arise during investigations. May interview subjects or eyewitnesses, and other parties regarding information to gather, verify, and/or corroborate evidence, as required; and completes analyzes of documentation and data.

Individual tasks related to the duty:

- Established program objectives and goals and priorities and determines operating policies.
- Reviews progress and activity reports, assesses effectiveness of fraud operations, and determines needs for improvement.
- Assists with finalizing case disposition, which may include interviews or other means of obtaining information to ensure informed decisions are made.
- Develop a means of documenting current processes and procedures utilized with the investigations and suggest procedural changes to correct or streamline processes.
- Plan a variety of approaches to improve fraud control, including detection techniques, investigation techniques, case presentation techniques, and presenting matters to law enforcement, prosecutors, and the attorney general.
- Recommend program policy changes to defer fraud and increase detection of fraud.

Duty 3**General Summary:****Percentage: 20**

Assists in conducting research relating to investigative, labor, and disciplinary and other relevant issues under statutes, rules and regulations and compiles research summaries.

Individual tasks related to the duty:

- Coordinate the fraud investigation programs and policies with MDOS goals and policies.
- Conduct research related to all areas of investigations in order to recommend best practices for the Department.
- Compile applicable reports on research related to investigative practices.
- Review other states practices and policies on fraud prevention and deterrence and recommend best practices.
- Position requires the incumbent to travel throughout the state to Secretary of State branch offices and multiple OIS work sites in southeast Michigan to conduct investigative business.

Duty 4**General Summary:****Percentage: 10**

Interacts and coordinates fraud and program integrity activities with local and federal law enforcement officials and other state agencies. Assume leadership role in development and making a statewide fraud program.

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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

Decisions on investigation methodologies, documentation of evidence and whether it meets appropriate standards, control levels, versus operational difficulties.

Draws conclusions from research and make recommendations to management for action to be taken; sets work priorities; interprets policies and procedures based on knowledge and experience. Makes day-to-day decisions regarding investigative oversight of fraud within MDOS program areas and regulatory oversight actions against business entities licensed or registered by MDOS. Determines project steps and best course of action for achieving results.

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

Out of the ordinary special services or recommendations. Decisions relative to policy changes.

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.

Physical Effort – standing, sitting, walking, and lifting less than 30 pounds.

Environmental conditions – majority of time will be spent in an office/workstation.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	DEPARTMENTAL SPECIALIST-3 14		DEPARTMENTAL ANALYST- E 10
	DEPARTMENTAL TECHNICIAN-E		STATE DIVISION ADMINISTRATOR 17
	STATE DIVISION ADMINISTRATOR 17		STATE DIVISION ADMINISTRATOR 17

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

Responsibility for:

- Referring cases for prosecution and disposition to appropriate authorities.
- Reviewing administrative policies, practices, and procedures.
- Recommending policy changes to enhance investigative and regulatory oversight procedures.

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

Updating PD to reflect minor changes in wording and work area titles. Overall duties remain the same.

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

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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:

Senior Management Executive 19

Two years of professional, managerial experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of criminal investigation procedures

Knowledge of office software programs, particularly Microsoft Word, Access, and Excel.

Able to organize, track and present information effectively.

Able to execute procedures and assess internal controls for a program or service area.

Able to interpret laws, rules, and regulations relative to work.

CERTIFICATES, LICENSES, REGISTRATIONS:

SPR (Valid DL) - Position requires incumbent possess and maintain a valid driver's license, in accordance with agency's driving record standards.

The employee appointed to this position will serve as a Law Enforcement Information Network (LEIN) Operator who will review and conduct internal investigations that may involve criminal activity. Due to criminal justice requirements for LEIN operators, the candidate selected for this position will be required to meet State Police standards for LEIN operators, which requires that the individual submit fingerprints to both state and federal criminal background checks. The candidate must also be felony-free and remain so to maintain certification as a LEIN operator.

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.

7/9/2025

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