

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

<b>Position Code</b> 1. HUMRDEVAD46N
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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> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Budget and Operations Administration
<b>4. Civil Service Position Code Description</b> Human Resources Developer-A	<b>10. Division</b> Training
<b>5. Working Title (What the agency calls the position)</b> Human Resource Developer	<b>11. Section</b> Training
<b>6. Name and Position Code Description of Direct Supervisor</b> SAMON, BRIAN J; HUMAN RESOURCES MGR-2	<b>12. Unit</b> Women's Huron Valley Correctional Facility
<b>7. Name and Position Code Description of Second Level Supervisor</b> VACANT; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 3201 Bemis Rd Ypsilanti, MI 48197 / M-F TBD
<b>14. General Summary of Function/Purpose of Position</b> As the recognized resource develops, coordinates, schedules and delivers Pre-Service, New Employees and In-Service Training to employees and volunteers at Women's Huron Valley Correctional Facility (WHV). Supervise institutional field trainers in preparation and delivery of training programs. Conduct physical fitness tests for corrections officers. Responsible for assurance of completion and documentation of training received by staff and volunteers, which is required by MDOC policies and procedures and in accordance with State and Federal laws. Function as the supervisor of record of OJT Correction Officers. Actively involved in on-going evaluations for OJT's and probationary employees. Maintain files on all annual training for staff to maintain compliance with Public Act 415. Ability to work any of the three (3) shifts.	

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**

As a recognized resource plans, develops, conducts, and/or evaluates training and development or other informational programs for Sexual Harassment, Suicide Awareness, Mentally Disordered Prisoners, Prisoner Relations, Prisoner Rights, Situation Awareness, Use of Force and other training as designated.

**Individual tasks related to the duty:**

Conducts training sessions, and workshops on the training areas specified above.

- Develops assessment techniques and evaluates programs and makes or recommends improvements.
- Surveys trainees to measure their learning progress and to evaluate the effectiveness of training presentations.
- Evaluates training and materials and recommends acquisition of external training assistance.
- Presents classroom material as required by the requirements of PA 415 and the Director's Office
- Ensures all equipment needed to provide training is properly acquired and maintained.
- Ensures that training areas are cleaned and properly maintained

**Duty 2**

**General Summary:**

**Percentage: 10**

Enter all training into TADS, including the course number of the program, names of staff attending, and the trainer. Enter same information into the computer system so that all three Shift Commanders have access to it.

**Individual tasks related to the duty:**

Enter training into TADS.

- Ensure information is timely and accurately entered, making corrections as necessary.

**Duty 3**

**General Summary:**

**Percentage: 10**

Assist in supervision all of the corrections officers on OJT status for the first 10 weeks at the facility.

**Individual tasks related to the duty:**

- Meet with OJTs on a weekly basis to discuss the training they are receiving while on the job.
- Schedule range time for them and complete the training that is required while OJT.
- Enter and record the time and attendance of all of OJTs while at the facility and at the Academy.
- Complete 3 month Probationary ratings after the first 10 weeks.

**Duty 4**

**General Summary:**

**Percentage: 10**

Assist in supervision, schedule and direct the training of the facility shift trainers.

**Individual tasks related to the duty:**

- Schedule the shift trainers so that they can remain current in the content and materials they utilize in training programs.
- Assign shift trainers to assist with the various training programs.

**Duty 5**

**General Summary:**

**Percentage: 5**

- Conduct physical fitness tests for certification of correctional officers & contractual bonus programs for the MCO unit employees.

**Individual tasks related to the duty:**

- Review eligibility and conduct timed physical fitness testing

**Duty 6**

**General Summary:**

**Percentage: 5**

Coordinate off site program availability.

**Individual tasks related to the duty:**

- Schedule staff to attend off-site programs such as Civil Service, vendor training and MDOC training held at other facilities.

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

When programs are scheduled and the resources are not available to do them, a decision has to be made on what to do for this time period and where to do it. When staff report late for training, a decision has to be made whether or not to let them stay. Another decision needed is what to do with the staff in training when the time for the program is shorter than the time allowed. When the staff asks questions which are not answered in the training program an answer has to be given by the HRD using knowledge of the material of MDOC Policies and Procedures, and of past practice.

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

The supervisor is consulted when the problems or concerns affect different shifts or other areas of the facility.

**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.**

Job may possibly involve training outside in inclement weather.

**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 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?**

Training staff in Sexual Harassment, Suicide Awareness, Mentally Disordered Prisoners, Prisoner Relations, Prisoner Rights, Situation Awareness, Use of Force and other training as designated. To ensure that all training is received by all facility employees, whether full time or contractual.

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

No changes.

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

The function is to design and develop training stations and oversee the training of staff in the Department of Community Health as well as the Department of Corrections. This position calls for an individual able to accomplish these tasks.

**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 or equivalent combinations of education and experience.

**EXPERIENCE:**

**Human Resources Developer 9**

No specific type or amount is required.

**Human Resources Developer 10**

One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer.

**Human Resources Developer P11**

Two 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 10.

**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:**

Knowledge of the principles and techniques of staff development, training, and other programs; the theories of learning and motivation; planning and evaluating training and programs; various training and instructional materials and their uses; and the methods of conducting training sessions. Ability to prepare and/or select training and program materials; communicate effectively with others; maintain favorable public relations; evaluate and assess staff development, training, and other programs, and recommend methods of improvement; plan, develop and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development, training, and other programs; and to maintain records, and prepare reports and correspondence related to the work.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

N/A

*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.*

\_\_\_\_\_  
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