

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description HUMAN RESOURCES DEVELOPER-E	10. Division Training
5. Working Title (What the agency calls the position) Institutional Training Officer (ITO)	11. Section Training
6. Name and Position Code Description of Direct Supervisor SAMON, BRIAN J; HUMAN RESOURCES MGR-2	12. Unit Women's Huron Valley Correctional Facility
7. Name and Position Code Description of Second Level Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd Ypsilanti, MI 48197 / M-F TBD
14. General Summary of Function/Purpose of Position The Institutional Training Officer (ITO) is responsible for planning, developing, and conducting training sessions, workshops, conferences, and seminars on various topics related to the organization, facility, and staff. In cooperation with the first and second-line supervisors, the ITO monitors and evaluates all new officer trainees during the probationary period of one year. This position works directly with administrators to evaluate and accomplish the training needs of the facility as required by the In-service and New Employee Training Plans, department policy directives, operating procedures, and legal mandates.	

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**

Conducts approved programming for departmental staff training needs. Programs include a wide range of topics, such as CPR, criminal justice, self-defense, weapons, and other mandatory and non-mandatory programs according to the training plan.

Individual tasks related to the duty:

- Prepares the delivery of materials to be covered in the training session.
- Ensures all training materials and equipment needed are ready and available.
- Communicates effectively with participants during delivery.
- Evaluates participant's comprehension of the subject material.
- Adapts the delivery of information if needed to assure participant understanding.

Duty 2

General Summary: **Percentage: 15**

Completes and maintains all Train-The-Trainer certification requirements. Develops mandatory and non-mandatory training modules for staff according to institutional needs.

Individual tasks related to the duty:

- Attends and successfully completes all required TTT programs.
- Research information that addresses the issues to be developed into the training module.
- Compose the module.
- Develop an effective format to present the materials.
- Determine teaching aides and equipment necessary to supplement the training.

Duty 3

General Summary: **Percentage: 15**

Coordinate the scheduling of all custody and non-custody training for staff at each institution. Ensure that staff are credited for the training they have completed.

Individual tasks related to the duty:

- Prepare monthly calendar of training programs offered.
- Take phone calls and e-mails from staff requesting training both local and outside training.
- Enter all completed training forms into SOMLC for training credit.

Duty 4

General Summary: **Percentage: 10**

New employee training for custody, non-custody, and contractual staff.

Individual tasks related to the duty:

- Custody new employees are supervised by training during the two-month OJT portion of New Employee School.
- During OJT they complete weapons and fire safety training and any modules required by the academy.
- During OJT they meet regularly with the ITO for evaluation on their progress and instruction as needed.
- Non-custody and contractual employees receive up to eighty hours of new employee training overseen by the ITO.
- Contractual orientations are compiled and sent to Lansing.

Duty 5

General Summary: **Percentage: 10**

Performs other related duties and task assigned by supervisor.

Individual tasks related to the duty:

- Chair the facility training committee, schedule annual meetings, and compose the meeting minutes.
- Policy directive audits and reviews.
- Attend meetings and write reports.
- Audit training entries made into SOMLC.
- Administer test for the MCO bonus.

- Attend facility specific training sessions.

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

- The training sessions scheduled to meet the needs of the institution.
- The format by which the training is delivered including the break schedule.
- Everyone at the institution is required to attend training so they are all affected.

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

- Authorization to attend off site programs.
- Large item procurements.
- Work schedule changes.
- Problems or questions outside my experience.
- Disciplinary issues that occur in training.

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.

Stretching, bending, standing, lifting, carrying, squatting, running, kneeling, walking, and sitting. Approximately half the time is spent in passive activity standing, sitting, or walking. The other half is intense physical activity doing unarmed self-defense, weapons, and health care training. The instructor can be exposed to noise, wet, cold, dust lead, heat, fire, fumes, and body fluids.

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

While developing through the Departmental Trainee process the Institutional Training Officer (ITO) will become responsible for planning, developing, and conducting training sessions, workshops, conferences, and seminars on various topics related to the organization, facility, and staff. In cooperation with the first and second-line supervisors, the ITO monitors and evaluates all new officer trainees during the probationary period of one year. This position works directly with administrators to evaluate and accomplish the training needs of the facility and ensures compliance with department policy directives, operating procedures, ACA standards, federal court orders and state law.

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 Institutional Training Officer functions to ensure all employees complete training requirements set forth by the Office of New Employee Training and Professional Development and Public Act 415 by coordinating and conducting classroom and on-the-job training for over 250 correctional employees in addition to outside contract employees.

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 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to plan, develop, research, evaluate, recommend, present, and improve complex training programs and training aids. Must effectively and professionally communicate with others and maintain favorable relations with both departmental and non-departmental personnel. Ability to set priorities, assign and coordinate the work of other professionals and those assisting the training division. The ability to maintain records and prepare reports and correspondence related to the job.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Must complete train-the-trainer programs requiring a "certification" to be able to instruct other employees in each respective area.

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