

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

<b>Position Code</b> 1. DEPTALTE
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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>
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Inspection Program Manager	<b>11. Section</b> Alpena CRTC Headquarters
<b>6. Name and Position Code Description of Direct Supervisor</b> ; NONSTATE SUPERVISOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; NONSTATE SUPERVISOR	<b>13. Work Location (City and Address)/Hours of Work</b> 5884 A St, Alpena, MI 49707 / VARIES, GENERALLY 0745-1615 (M-F)

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

This position is responsible for the base inspection program. This position analyzes data and produces various inspection reports and presents results to base leadership through oral, written, and computer generated communication as well as through general objectives to all personnel. This position oversees inspection programs of other units and ensures compliance of their inspection programs. Duties include evaluating unit compliance with established directives and the ability to execute its assigned mission, leadership effectiveness, management performance, and aspects of unit culture and command climate (e.g., military discipline, respect, efficiency, safety, Wingman concept). Individual must summarize the organizations strengths and weaknesses and provide suggestions and reports to the Commander and subordinate commanders on areas that require additional focus, training, manpower or corrective actions. Individual will conduct routine follow-up to ensure goals and objectives are meet within prescribed timeframes.

**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**

Assess and report a unit's readiness, economy, efficiency, and state of discipline to execute assigned missions.

**Individual tasks related to the duty:**

- Establish and maintain a Self-Assessment Program IAW Air Force Instruction (AFI) 90-201 and gaining MAJCOM AFI 90-201 Supplement.
- Provide guidance for other organizations (Group, Squadron, other Staff agencies) to develop Self-Assessment
- **Analyzes inspection results and ensures compliance of programs** that support the Wing Self-Assessment Program.
- Utilize the Manager's Internal Control Toolset (MICT) to facilitate the Self-Assessment Program.
- Ensure all Wing self-assessment checklists (SACs) are current and updated in line with Air Force Instruction Timelines.
- Establish a self-assessment frequency based on the Wing Commander's (CC's) direction.
- Facilitate compliance with this AFI.
- Develop, manage and maintain the Wing Self-Assessment Program
- Provide the Wing CC with periodic status updates.
- Monitor discrepancies and suspense dates. Notify the Wing CC of discrepancies identified by subordinate organizations that may require external assistance.
- Monitor the quality and effectiveness of the Self-Assessment Program within all subordinate units and functional areas.
- Provide training and assistance to other units related to tracking deficiencies, making updates, and accessing MICT, as requested.
- Identify Self-Assessment Program trends and employ Air Force Smart Operations for the 21st Century (AFSO21) initiatives for deficiency resolution, as required.
- Provide feedback to the Major Command (MAJCOM/NGB/DRU/FOA) FAMs on SAC quality and trends.
- Act as the Wing's liaison with the MAJCOM MICT Lead Manager.
- Act as the overall member management and permission granting authority for the Wing and all subordinate units.
- Identify Wing's MICT administrators at all levels (wing, group, and squadron).
- Provide periodic MICT training for commanders, unit administrators and checklist assessors.
- Identify and consolidate software issues and suggestions for future software improvements to be forwarded to the MAJCOM MICT Lead Manager.
- Develop MICT guidance (business rules) for subordinate organizations (group, squadron, and other Staff agencies) for MICT data entry.
- Utilize MICT to develop appropriate reporting tools to meet the needs of wing leadership.

**Duty 2**

**General Summary:**

**Percentage: 30**

Prepare and complete forms, documents, actions and reports associated with the administrative overhead and operation of maintenance (O&M) activities. These forms, documents, actions, and reports are completed either upon request by the Wing CC, or on a recurring schedule based on AFI guidance; to be distributed to base senior leadership and supervisors.

**Individual tasks related to the duty:**

- Compile job related reports
- Conduct monthly safety spot inspections and annotate the findings on the appropriate documentation
- Develop policies and procedures for employees as needed
- Procure materials and tools and make the necessary annotations
- Complete routine forms for materials and contract services
- Review monthly purchase reports

**Duty 3**

**General Summary:**

**Percentage: 10**

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.

A majority of the time, this position must be able to work independently. Decisions include determining compliance of inspection program of subordinate units through analysis and routine follow-up of each units' inspection program based on checklists and regulations. Overall guidance is provided and individual is expected to be able to make independent decisions in order to meet the objectives.

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

Programming, policy, and strategic goals and objectives require coordination with the commander. Individual is expected to bring recommendations and solutions that will be vetted through the leadership chain of command. In addition, Headquarters level reports should be reviewed by supervision prior to submission.

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: walking, sitting, standing, climbing, periodically move/transport objects, reaching, prying, bending, and stooping on a regular basis.

Weather: wet, cold, heat, and snow.

Environment: chemicals, mechanical equipment, electrical current, dust, insects, fumes, loud noise, wildlife and vegetation.

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?

Management developed position description.

23. What are the essential functions of this position?

Responsible for the base inspection program. This position analyzes data and produces various inspection reports and presents results to base leadership through oral, written, and computer-generated communication as well as through general objectives to all personnel. This position oversees inspection programs of subordinate units and ensures compliance of their inspection programs. Duties include evaluating unit compliance with established directives and the ability to execute its assigned mission, leadership effectiveness, management performance, and aspects of unit culture and command climate (e.g., military discipline, respect, efficiency, safety, Wingman concept). Individual must summarize the organizations strengths and weaknesses and provide suggestions and reports to the Commander and subordinate commanders on areas that require additional focus, training, manpower or corrective actions. Individual will conduct routine follow-up to ensure goals and objectives are meet within prescribed timeframes.

• The list of duties and responsibilities is not intended to be inclusive and the 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.

New Position

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

The function of this work area will be the base inspection program. This position is responsible for analyzing aspects of these programs to ensure compliance and effectiveness.

**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:**

**Departmental Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must be able to utilize IGEMS and have the broad based experience to ensure discrepancies are appropriately answered.

Knowledge of military exercise concepts, Staff Assistance Visits (SAVS), HHQ inspections and Wing Inspection Team requirements is needed.

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services

Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs

Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services

Knowledge of equal employment opportunity policies and procedures

Ability to inspect, direct, and evaluate employees

Knowledge of employee policies and procedures

Ability to organize, evaluate, and present information effectively

Ability to interpret laws, rules, and regulations relative to the work

Ability to maintain favorable public relations

Ability to communicate effectively

Ability to organize and coordinate the work of others

**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.

N/A

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

DOUGLAS BRADFIELD

11/15/2019

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