State of Michigan
Civil Service Commission

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

Position Code
1. DEPTALTEL27Y

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 DEPARTMENTAL ANALYST-E	**10. Division** Training
5. Working Title (What the agency calls the position) Recruitment Analyst	**11. Section** Recruitment
6. Name and Position Code Description of Direct Supervisor HINES, AARON; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor SPENCER, BRIDGET L; STATE OFFICE ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position partners with the Correctional Facilities Administration (CFA), Field Operations Administration (FOA), and Budget and Operations Administration (BOA) and is responsible for coordinating, scheduling, and analyzing on-going open house events, as well as interviews/physical testing and serve as liaison for policy compliance in those areas. This position conducts complete background investigations on candidate applications applicable to the assigned caseload to ensure suitability for employment and ensuring each applicant meets MDOC hiring standards, guiding qualified applicants through the hiring process. This position researches, collects, analyzes, maintains data, and provides reports to assist in understanding patterns and trends in hiring Corrections Officers.

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**

Evaluate, coordinate, and provide quality assurance for Corrections Officer application process, interviews, physical fitness testing, and new officer processing, reviewing, and ensuring policy compliance.

Individual tasks related to the duty:

- Research, develop, and establish recruitment strategies, working with CFA staff to meet the Departments hiring goals.
- Research, evaluate and identify target areas to conduct recruitment events in the surrounding areas to meet statewide hiring needs and make recommendations to the Recruitment Manager.
- Meet with facility staff and recruitment teams on a weekly basis to collect ideas, share information and analyze progress.
- Assist walk-in candidates in the application process on site.
- Coordinate and schedule applicants for interview/physical fitness test at regional interview site (weekly, bi-weekly or monthly).
- Coordinate interview/fitness test site staffing, equipment, and materials with CFA and Training staff.
- Administer and evaluate interviews and physical fitness testing on site.
- Provide consultation, quality assurance, staff guidance and policy compliance for interviews, fitness testing and open houses at site location.
- Follow-up with candidates from events and update NEOGOV and applicable databases and spreadsheets.
- Collect, analyze, prepare reports, and maintain data as it relates to walk-in candidates applying on site, pass/fail in the interview/physical fitness testing process and open house attendance to assist in understanding recruitment and hiring trends and make recommendations.
- Evaluate and identify operational needs and recommend solutions to the Recruitment Manager.
- Other duties as assigned.

Duty 2

General Summary: **Percentage:** **20**

Conduct detailed background investigations on Correction Officer applicants from assigned caseload to determine suitability and make hiring recommendations to the manager. Run, review, and analyze criminal histories (LEIN) for all new applicants. Maintain and analyze workforce data for Corrections Officers related to incoming applicant suitability based on passing of the criminal history portion of the background investigation. Participate in Corrections Officer applicant interviews.

Individual tasks related to the duty:

- Run, review, and analyze new applicant criminal histories from LEIN and driving records to determine suitability and makes recommendation for candidate to proceed to the next step of hiring process based on the hiring standards/policy.
- Complete background investigations for assigned caseload consisting of reviewing and analyzing Correction Officer applicant's criminal history, educational credits, current/previous employment, verifying applicants meet Civil Service and Department requirements for employment. Background investigations include direct contact and/or correspondence with Corrections Officer applicants, their current and past employers, courts, parole and probation officers, attorneys, colleges/universities, other criminal justice agencies and legislators. Investigations are pursued at local, state and national levels.
- Make hiring recommendations to Recruitment Manager based on completed background investigations.
- Maintain data as it relates to new applicant criminal history/background failures.
- Provide reports to the Recruitment Manager for planning purposes.
- Other duties as assigned.

Duty 3

General Summary: **Percentage:** **10**

Assist in selecting and contacting applicants for offers of employment for corrections academies.

Individual tasks related to the duty:

- Contact applicants by phone making conditional offer of employment and notify of scheduled pre-employment physical and drug test. Assist with various confirmation processes (calls, letters, mailing, etc.) Participate in new officer orientation and file break down.
- Assist with various confirmation processes, attend meetings applicable to caseload and special assignment/task as they arise.

Duty 4

General Summary: **Percentage:** **10**

Attend recruitment events, keep statistical data for events, follow-up on potential candidates.

Individual tasks related to the duty:

- Attend Career Fairs and other events promoting the Department and its vacancies.
- Maintain event statistics, and follow-up with candidates regarding their interest and the application process.

Duty 5

General Summary: **Percentage:** 10

Assist the training team as needed.

Individual tasks related to the duty:

- Assist with uniform sizing and equipment pick-up.
- 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.

Determine if applicant is suitable for employment as a Correction Officer based on completed interview/fitness testing and background investigation. Refer the applicant file to manager with hiring recommendations. Review of LEIN, military documents and Joint Services Transcripts to determine suitability for employment with recommendation to the manager.

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

Correspondence with would have unfavorable financial, legal, or political impact on the Department. Issues regarding new legislation or departmental policies and procedures. Program event costs.

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.

Lifting and carrying recruitment materials and fitness testing equipment, moving crates and boxes of materials. Administering the physical fitness test with requires bending and lifting. Some statewide travel. Job functions entail long periods at the computer and on the phone and long periods of standing.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

This position participates in the Correction Officer recruitment and selection process by providing on site application assistance, on-site interviews/fitness testing. Conducts background investigations on Corrections Officer applicants to determine suitability for employment and make hiring recommendations.

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

The position description is being updated to remove the 24-month college credit waiver responsibilities. The duties are shifting focus towards coordinating and providing quality assurance for recruitment events, interviews, physical fitness testing, and applicant processing, while still performing background investigations, but with expanded emphasis on onsite hiring activities and recruitment strategy support.

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

The function of the work area is to be responsible for all statewide hiring of new Corrections Officers and statewide Departmental recruitment efforts, overseeing statewide medical vendor contracts compliance for new officer physicals and drug screens and for special projects as assigned. This position oversees and provides quality assurance for walk-in and

onsite corrections officer applications, coordinating/administering interviews/physical fitness test with Corrections Facility Administration and training staff, and conducting detailed background investigations on Corrections Officer candidates.

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.

Alternate Education and Experience

Departmental Analyst 9 - 12
Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledgeable of relevant Civil Service and Departmental rules, regulations, policies, and procedures. Knowledgeable of state and federal EEO laws and privacy laws. Knowledgeable of Departmental, Division and Section mission and goals, policies, and procedures. Excellent oral and written communication skills. Ability to organized and prioritize. Good computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

KATLYN SAYLOR	10/7/2026
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**