

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

Position Code 1. STDDADM1V94N

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 (BOA)
4. Civil Service Position Code Description State Administrative Manager-1	10. Division Training Division
5. Working Title (What the agency calls the position) L.E.A.D. Training Manager	11. Section Leadership (L.E.A.D.) Training
6. Name and Position Code Description of Direct Supervisor BARR, RICHARD A; A/STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAMP, JULIE; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 8701 M-36, Whitmore Lake, MI 48189/ Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

Responsible for planning, coordination, delivery, and documentation of the Michigan Department of Corrections (MDOC) Leadership Academy Program (L.E.A.D. – Learn, Empower, Aspire, Develop) and the agency Employee Mentoring Program. This statewide position enhances, strengthens, and determines training requirements for multiple employee classifications within the MDOC for L.E.A.D. and Mentoring Program. This involves the managerial and administrative oversight of L.E.A.D., Employee Mentoring Program, New Supervisor Training, and leadership training related responsibilities. Oversee Leadership and Mentoring software and technology. Responsible for the direct supervision of full-time professional and administrative support staff.

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: 65

Directs the day-to-day operations for MDOC's Leadership Academy Program (L.E.A.D.), Employee Mentoring Program, and New Supervisor Training to include goals, research, implementation, and evaluation of leadership, new supervisor, and employee mentoring training programs and development of and updates to the Training Plan for delivery on a statewide basis.

Individual tasks related to the duty:

- Manages statewide training programs in accordance with the approved L.E.A.D., Employee Mentoring, and New Supervisor Training Plan and modules for related training.
- Manages coordination of messaging and outreach to stakeholders for L.E.A.D., Employee Mentoring, and New Supervisor Training.
- Assist in assessing MDOC training needs, training methods and target audiences for L.E.A.D., Employee Mentoring, and New Supervisor Training.
- Oversees L.E.A.D., Employee Mentoring, and New Supervisor Training meetings and the "train the trainers" to appropriately reflect MDOC strategies for Leadership, Mentoring, and New Supervisor Training.
- Drafts recommendations for the development of Department Policies and Procedures relating to L.E.A.D., Employee Mentoring, and New Supervisor Training.
- Prepare monthly report and other reports/documents as required.
- Oversee and participate in L.E.A.D., Employee Mentoring, and New Supervisor training, research, and development.
- Represents the Department as an expert in related subject matter.

Duty 2

General Summary:

Percentage: 25

Management and supervisory responsibilities for staff assigned to leadership training.

Individual tasks related to the duty:

- Supervise professional and support staff
- Approve leave requests and monitor time and attendance
- Provide guidance and direction for staff
- Complete staff performance factors and evaluations
- Assign work to staff
- Ensure staff complete required training
- Write position descriptions for staff assignments
- Conduct staff meetings in accordance with policy

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.

- Providing technical assistance and responses when conducting training or acting as a consultant
- General management responsibility for goals, research, development, implementation, and evaluation of L.E.A.D., Employee Mentoring Program, and New Supervisor Training.
- Scheduling and locations of relevant training programs
- Expenditures included in approved Spending Plan
- Assignment of direct reports
- Recommendations for grant funded training

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

- Decisions that require deviation from the approved budget or which involve approval of a purchase order
- Approval of vendor contracts
- Clarification of Department Policy
- Decisions about politically sensitive issues or those outside expertise or authority of this position

- Approval of Leadership (L.E.A.D.) Training, Employee Mentoring Program, and New Supervisor Training plans.
- Decisions regarding the reassignment of staff

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 more than 50 lbs of supplies and equipment
- Standing for extended periods
- Sitting for extended periods
- Frequent travel including driving, walking, climbing stairs, using elevators

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>
VACANT	HUMAN RESOURCES DVLPR SPL-2		

Additional Subordinates

HUMAN RESOURCES DEVELOPER-A 12 (Region 1) HUMAN RESOURCES DEVELOPER-A 12 (Region 2) HUMAN RESOURCES DEVELOPER-A 12 (Region 3) HUMAN RESOURCES DEVELOPER-A 12 (Region 4) HUMAN RESOURCES DEVELOPER-A 12 (Region 5) HUMAN RESOURCES DVLP-2 13 DEPARTMENTAL TECH-E DEPARTMENTAL TECH-E

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?

Responsible for the management of the Michigan Department of Corrections (MDOC) for the Leadership Academy Program (L.E.A.D. – Learn, Empower, Aspire, Develop), Employee Mentoring Program, and New Supervisor Training. This position is responsible for the direct supervision of full-time staff.

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

New establishment

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

The work area supports the new and ongoing leadership training of all MDOC staff and contract staff to ensure a workforce that is well prepared to manage job duties and an offender population. The Training Division promotes, provides and evaluates training for 10,000 MDOC employees. This position is responsible for the MDOC Leadership Training, Employee Mentoring, and New Supervisor Training curriculum and needs to include research, development, composition, and evaluation of curriculum for coordinators, trainers and staff. Position is manager of the work area.

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:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Exceptional personal and professional integrity, good organizational and leadership skills, strong work ethic, good written and verbal communication skills, ability to deal well with people of all levels, professional demeanor, high degree of initiative and willingness to do what needs to be done to get the job done.

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 2/3/2026

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