

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: SENDPDIRB49N

Civil Service Class and Level: SENIOR DEPUTY DIRECTOR

Working Title (What the agency calls the position): Lieutenant Colonel/Bureau Director

Name and Position Code Description of Direct Supervisor: VACANT; CHIEF DEPUTY DIRECTOR

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Professional Development Bureau

Division:

Section:

Unit:

Work Location (City and Address)/Hours of Work: 7150 Harris Drive, Dimondale, MI / 8 a.m. - 5 p.m.

General Summary of Function/Purpose of Position: This position serves as a deputy director and commanding officer of the Training Division, Organizational Development Division, Office of Behavioral Science and Michigan Commission on Law Enforcement Standards (MCOLES). This position has oversight of training and professional development throughout the department.

The incumbent administers and directs long and short-range planning, analyzes bureau activities, and evaluates innovative programs and procedures. The incumbent serves as a member of the department's Leadership Team. This position has direct responsibility for the formulation and implementation of the Bureau's mission, policies, strategic plans, directives, organizational structure, and for the direction of the Bureau's staff. Represent the Chief Deputy Director and/or Director on committees, commissions, and task forces on national, state, county, and local levels. This position serves as the Chief Deputy Director and Director's primary policy advisor on inter-bureau and department-wide issues. It also serves as the liaison for the Chief Deputy Director and Director with other federal, state, county, and municipal agencies. This position must function in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Directs the activities of the delivery of services of the Professional Development Bureau (PDB).

- Develop and implement performance objectives for Professional Development Bureau commanders that are aligned with department's strategic initiatives. Ensure a coordinated strategy to utilize resources in the most effective manner possible.
- Work with legislators, legislative committees, governor's staff and federal and state officials, and local agencies on matters relating to the department's goals and authority.
- Supervise the development of innovative plans for bureau improvement in service delivery effectiveness to include the evaluation of current services, the assessment of current or anticipated needs for services, and the interaction with appropriate department, federal, state, and local governmental officials.
- Maintain an awareness of current trends in the districts, the Training Division, Organizational Development Division, Office of Behavioral Science and Michigan Commission on Law Enforcement Standards (MCOLES) so as to forward department initiatives.

Duty 2: Administer and Serve as the Chief Deputy Director and Director's primary point of contact for inter-bureau and department-wide issues within the Professional Development Bureau.

- Participate in and monitor budget development and resource deployment.
- Serve as principal aide to the Chief Deputy Director and Director on legislative, legal, and personnel matters.
- Act as liaison between the Chief Deputy Director, Director and other constituencies, both internal and external.
- Prepare and/or contribute to the preparation of reports, briefings, presentations, and responses on bureau issues.
- Respond to legislative/gubernatorial inquiries, citizens' complaints, initiate investigations regarding the aforementioned, and respond in person or in writing for the Chief Deputy Director, Director and Governor's signature.
- Interpret and apply federal, state, and local laws, regulations, policies, and procedures as they apply to bureau activities.
- Directly handle matters of importance and confidentiality on behalf of the Chief Deputy Director and Director.
- Keep the Chief Deputy Director and Director apprised of important developments, serious incidents, and conditions/trends.

Duty 3: Serve as a member of the department's Leadership Team

- Serve as member of Leadership Team. Attend Leadership meetings and participate in decision-making process on issues having department-wide impact.
- Participate in strategic planning process. Establish initiatives and objectives that provide direction to department members and work sites.
- Evaluate programs and activities to ensure that progress is being made toward the accomplishment of agency goals, accomplished by review of reports and analysis of activities.

Duty 4: Represent the Chief Deputy Director and Director as necessary and serve as liaison with the public and other agencies on the federal, state and local level.

- In the absence of the Chief Deputy Director or Director, preside over the agency as acting director when so designated.
- Attend legislative meetings, inter-governmental agency meetings, public meetings, etc., to further the public and agency interests. Frequently represent the Chief Deputy Director and Director and department's position at meetings. Testify before various legislative bodies, leadership, task forces, and committees regarding State Police and criminal justice issues.
- Handle special assignments as directed by the Chief Deputy Director and Director.

Types of decisions made independently and whom or what those decisions affect: Assignment of bureau personnel to meet emergency needs.

Types of decisions that require the supervisor's review: Those affecting other bureaus or having a department-wide impact.

Physical effort used to perform this job and environmental conditions of this position: This position must have the ability to manage effectively in a multi-faceted, complex environment. Must have the ability to be decisive under extreme pressures created by work volume and complexity, and the awareness that error of judgement may result in serious consequences and future liability. The individual will be expected to perform in an office environment including sitting, standing, walking, operating office equipment, etc. Must be able to handle multiple tasks simultaneously. Must possess the ability to solve difficult problems with many socio-political ramifications under stressful conditions. May be required to perform the duties for a sworn police officer whenever necessary and may be required to carry a firearm.

Names and classes and levels of employees whom this position immediately supervises:

BARTLETT, SENIOR EXEC MGT ASST-3 13
RENEE
LIEBLER, JULI SENIOR MANAGEMENT EXECUTIVE 19
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The essential functions of this position: Serve as the deputy director and primary advisor on inter-bureau and department-wide issues related to public safety services through the Training Division, Organizational Development Division, Office of Behavioral Science and Michigan Commission on Law Enforcement Standards (MCOLES). Represent the director on committees, commissions, and task forces on national, state, county, and local levels. Serve as the liaison for the director with other federal, state, county, and municipal agencies.

The function of the position's work area and how it fits into that function: The commander of the Professional Development Bureau reports directly to the Chief Deputy Director of the Department of State Police reports directly to the Chief Deputy Director of the Department of State Police. The position serves as the Director's main point of contact for legal, legislative, personnel, and internal and external affairs.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Two years as a division or district commander.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated leadership, management, and administrative skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

None