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| **State of Michigan Civil Service Commission** | **Position Code**1. |
| Capitol Commons Center, P.O. Box 30002 Lansing, MI 48909 |
| **POSITION DESCRIPTION** |  |

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| 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** |
| STATE POLICE |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** |
| Professional Development Bureau |
| **4. Civil Service Position Code Description** | **10. Division** |
| State Administrative Manager 15 |
| **5. Working Title (What the agency calls the position)** | **11. Section** |
| Chief Diversity, Equity, and Inclusion Officer | Cultural Enrichment and Education |
| **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** |
| DILG, KENNETH H; SENIOR POLICY EXECUTIVE |
| **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** |
| LIEBLER, JULI K; SENIOR MANAGEMENT EXECUTIVE | 7150 Harris Dr.; Dimondale, MI 48821 / Monday – Friday 8a.m. – 5 p.m |
| **14. General Summary of Function/Purpose of Position**This position serves as the administrative manager and chief diversity, equity, and inclusion officer and oversees the Cultural Enrichment and Education (CEE) Section. This position works collaboratively in promoting a culture of inclusive excellence throughout the agency. This position is responsible for the research, development, recommendation, and execution of creative strategies and planning to progress the diversity and inclusion goals of the department's strategic plan. This position develops, implements, and maintains the department’s strategic diversity and inclusion initiatives to attract, hire, mentor, and maintain a diverse workforce. This position also serves as the Equal Employment Opportunity (EEO) Officer responsible for the formulation and implementation of policy as it relates to EEO issues. This position will receive, investigate, and respond to EEO complaints and serve as a consultant to department members involved in those complaints. This position will function as the liaison to the Michigan Department of Civil Rights, the Department of Civil Service, and the federal Equal Employment Opportunity Commission. This position must perform functions in a bias free manner. |

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| **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:** | **40** |
| Provide leadership, oversite, programming and strategic and logistical direction to the Cultural Enrichment and Education Section |
| **Individual tasks related to the duty:** |  |  |
| * Daily oversight and supervision of employees in the CEE, which includes providing ongoing daily direction through face-to-face engagement, preparing performance appraisals, and providing necessary formal and informal training.
* Develop and maintain a strategic CEE plan for the Michigan State Police.
* Identify and eliminate barriers within the agency to increase CEE awareness.
* Manage and oversee the CEE budget.
* Participate on hiring panels for new hires and promotions.
* Examine standards and processes to ensure the best-qualified persons are selected for hiring and the selection of promotions and lateral positions regardless of race, color, religion, age, disability, gender, sexual orientation, or marital status.
* Establish and maintain relationships with other agencies, DEI offices in the public, private, and non-profit sectors, community groups, and National CEE groups to gather information to increase awareness of CEE efforts within the Michigan State Police.
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| **Duty 2** |  |  |
| **General Summary:** | **Percentage:** | **40** |
| Serve as the chief diversity, equity, and inclusion officer and the agency wide resource in the area of cultural awareness, diversity, equity, and inclusion. Utilizing a wholistic approach, research, develop, recommend, and execute creative strategies and planning to foster the department’s inclusive culture |
| **Individual tasks related to the duty:** |  |  |
| * Review current and establish new practices and policies, assessing and analyzing the extent to which they support or hinder the departments diversity goals, specifically focused upon hiring and retaining diverse employees.
* Meet with department members who may be victims of discrimination or harassment to resolve their complaints according to department policy and applicable federal and state law.
* Develop lesson plans and conduct training to reduce conflict, harassment, and discrimination in the workplace.
* Instruct and coordinate new employee orientation and in-service training for all members in cultural awareness.
* Coordinate all cultural awareness and diversity and inclusion training provided to department members.
* Provide relevant training options to department members that are cognizant of the current climate of the country, state, and department.
* Provide training to law enforcement partners as needed and as requested.
* Maintain updated knowledge of diversity-related issues, legislation, and best practices.
* Develop coaching strategies/training plans and implement dialogues that address specific concerns and issues and oversees resolution of conflicts/disputes relating to diversity and/or cross-cultural initiatives and activities in partnership with other members of the agency.
* Act as the subject matter expert and champion, advising the Executive Leadership Team on CEE strategies that drive cultural impact.
* Advocate, champion, and advise all levels of the department on CEE related topics and partner with department leaders to embed diversity, equity, and inclusion into the everyday culture of the department.
* Provide oversight of the Employee Resource Group program through consultation and support to the Employee Resource Groups.
* Create strategy and guidance on diversity initiatives, to include recruiting, ERG management, training/development, and community engagement
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| **Duty 3** |  |  |
| **General Summary:** | **Percentage:** | **15** |
| Serve as the Equal Employment Opportunity Officer for the department and involves the formulation and implementation of policy as it relates to EEO issues. This employee must understand and support the equal employment opportunity goals of the department and be sensitive to equal employment issues. This position will also work with the Michigan Department of Civil Rights and Equal Employment Opportunity Commission to address complaints. Consult with supervisors, managers, and employees to ensure that discrimination issues are handled according to department policy and EEOC guidelines. |
| **Individual tasks related to the duty:** |  |  |
| * Investigate internal and external Civil Rights complaints.
* Remain current relative to case law and interpretation of statutes regarding employment law, the equal employment opportunity commission, and civil rights issues.
* Review and update Official Orders relative to EEOC and Civil Rights issues including methods of complaint investigations.
* Act as counsel to field members regarding complaints of harassment and discrimination.
* Remain current on laws and legal precedent dealing with employment practices.
* Supervise and ensure the inclusion of cultural awareness and diversity and inclusion competency in the performance plans for all employees.
* Process all Civil Rights and EEOC complaints and interrogatories received by the department
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| * Maintain a database of Civil Rights and EEOC complaints received by the department.
* Review cases to ensure quality investigations are conducted.
* Provide summary reports to Civil Rights and EEOC regarding investigations conducted by the department.
* Attend conciliation hearings with Civil Rights and EEOC.
* Make recommendations on closure of complaints including discipline of offenders.
* Review and examine all correspondence initiated by the Department of Civil Service relative to changes in the selection process or other EEO requirements and implement those changes within the department.
* Function as the department liaison to the Department of Civil Service for EEO related issues.
* Maintain membership in organizations or councils in state government related to EEO.
* Participate and lead State of Michigan EIO monthly celebration groups as needed.
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| **Duty 4** |  |  |
| **General Summary:** | **Percentage:** | **5** |
| Perform other duties as assigned by chain of command. |  |
| **Individual tasks related to the duty:** |  |
| * Advise MSP Leadership on matters regarding CEE issues.
* Administrate and coordinate special projects.
* Represent the section at meetings and functions.
* Conduct research and prepare reports as requested by chain of command.
* Provide data and documents requested to assist with their project research and reports.
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| **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** |
| Decisions made independently include the development and recommendation to MSP leadership and executive council for implementation of initiatives, processes, communications, advertising, testing, initiative participation, etc. relative to CEE functions. Respond to Civil Rights and EEOC complaints, conduct investigations and inquirers regarding civil rights complaints. Program content for cultural diversity training programs. |

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| **17. Describe the types of decisions that require the supervisor's review.** |
| Decisions involving statewide issues that impact the budget or have an agency policy impact or political impact. Decisions to modify or revise Official Orders, policy or procedures. |

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| **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.** |
| This position will be expected to work irregular hours outside the normal workday as needs dictate and requires significant travel both in-state and out-state. Operate standard office equipment and training aids, computer skills and must possess public speaking ability and the ability to present material in a manner that is easily understood by others. |

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| **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.** |
| **NAME** | **CLASS TITLE** | **NAME** | **CLASS TITLE** |
|  | DEPARTMENTAL ANALYST- E 9 |  | DEPARTMENTAL ANALYST- E P11 |
|  | DEPARTMENTAL TECHNICIAN-E E9 |  |  |
| **Additional Subordinates** |

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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| Y | Complete and sign service ratings. | Y | Assign work. |
| Y | Provide formal written counseling. | Y | Approve work. |
| Y | Approve leave requests. | Y | Review work. |
| Y | Approve time and attendance. | Y | Provide guidance on work methods. |
| Y | Orally reprimand. | Y | Train employees in the work. |

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| **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** |
| Yes |

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| **23. What are the essential functions of this position?** |
| This position serves as the administrative manager and chief diversity, equity, and inclusion officer and has overseeing the Cultural Enrichment and Education (CEE) Section. This position works collaboratively in promoting a culture of inclusive excellence throughout the agency. This position is responsible for the research, development, recommendation, and execution of creative strategies and planning to progress the diversity and inclusion goals of the department's strategic plan. This position develops, implements, and maintains the department’s strategic diversity and inclusion initiatives to attract, hire, mentor, and maintain a diverse workforce. This position also serves as the Equal Employment Opportunity (EEO) Officer responsible for the formulation and implementation of policy as it relates to EEO issues. This position will receive, investigate, and respond to EEO complaints and serve as a consultant to department members involved in those complaints. This position will function as the liaison to the Michigan Department of Civil Rights, the Department of Civil Service, and the federal Equal Employment Opportunity Commission. This position must perform functions in a bias free manner. |

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

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| **25. What is the function of the work area and how does this position fit into that function?** |
| The position develops and implements CEE efforts and initiatives for all employment vacancies within the MSP and servesas the department’s Equal Employment Officer. |

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| **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:** |
| 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:** |
| * Excellent verbal and written communication skills
* Knowledge of public and media relations principles
* Ability to organize events.
* Requires an excellent working knowledge of Official Orders, employee contracts, departmental rules/regulations and Michigan Statutes.
* Must have the ability to process large volumes of information and work closely with others.
* Proven effectiveness and demonstrated sensitivity to equal employment opportunity and discrimination issues.
* Workable knowledge of state and federal employment law relative to employment issues.
* Ability to direct and supervise programs, projects, and employees.
* Public speaking, training and instructor skills preferred
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| **CERTIFICATES, LICENSES, REGISTRATIONS:** |
| Valid driver's license. |
| ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** |

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| ***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**

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| **Indicate any exceptions or additions to the statements of employee or supervisors.** |
| NA |

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| ***I certify that the entries on these pages are accurate and complete.*** |
| **Appointing Authority** |  | **Date** |

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| ***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** |