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| **State of MichiganCivil Service Commission** |

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| **Position Code** |

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| 1. DEPTMGR3I65N |

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

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| **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. |

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| **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** |
| Departmental Manager-3 | Michigan Commission on Law Enforcement Standards |
| **5. Working Title (What the agency calls the position)** | **11. Section** |
| Investigations Unit Manager | Licensing and Compliance Section |
| **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** |
| HANSELMAN, KAYLA N; MANAGER-15 | Licensing and Investigations Unit |
| **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** |
| KEMPA, JOSEPH E; STATE ADMINISTRATIVE MANAGER-2 | 927 Centennial Way, Lansing, MI 48917 / MONDAY-FRIDAY - 8:00 A.M. TO 5:00 P.M. |

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

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| This position serves as the manager of the Licensing and Investigations Unit of the Michigan commission on Law Enforcement Standards (MCOLES).  Based on MCL 28.607-MCL 28.615, this position will manage the MCOLES standards compliance investigative process per applicable statutes, administrative rules and Commission policies and procedures.  These reviews include the standards associated with the Recognition of Prior Training and Experience Program (RPTE) as mandated by 1965 PA 203. This position is also responsible for managing the implementation of statutory requirements associated with the confirmation, issuance, and access to the law enforcement licensing process.  This position functions as a first-line manager of professional positions in a complex work area. This position is required to perform all duties 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.** |

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| **Duty 1** |
| **General Summary:** | **Percentage:** | **25** |
| Manage the personnel assigned to the Licensing and Investigations Unit. |
| **Individual tasks related to the duty:** |  |  |
| * Coordinates activities by scheduling work assignments, setting priorities, and directing the work of the unit to ensure organizational goals are being met.
* Ensure that mandates and job responsibilities are fulfilled in a timely manner and in accordance with statutory mandates, administrative law and MCOLES policies and procedures.
* Ensure that the job tasks of each individual employee are completed and performed according to the performance standards established by the unit manager and executive management.
* Develop and implement policies and procedures to guide the operation of the unit.
* Develop and provide training to staff related to program and unit operations and individual responsibilities.
* Provide for the proper training of unit staff to ensure their ability to use the technology and tools provided to them to perform their job duties.
* Ensure that all staff are complying with the broader organizational policies and procedures and directives from executive management.
* Coordinate activities internally that cross unit lines and require cross-unit input.
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| **Duty 2** |
| **General Summary:** | **Percentage:** | **30** |
| Responsible for managing the MCOLES standards compliance investigative process per applicable statutes, administrative rules and Commission policies and procedures.  |
| **Individual tasks related to the duty:** |  |  |
| * Manage and monitor the progress of standards compliance complaints, revocations, suspensions of law enforcement authority and standards compliance reviews of applicants for training, licensing and license re-activation.
* Review investigative reports for completeness and accuracy and determine if further investigative action is required.
* Oversee the preparation of investigative cases for compliance conferences.
* Coordinate the presentation of case facts to the review panel.
* Consult with training directors on academy rule violations and dismissals to assist them in making their final determinations.
* Review the proposed resolution to all enrollment violations, standards compliance investigations and academy dismissals and make recommendations to the executive director and deputy executive director for consideration and final decision.
* Conduct case management and investigative activities using the MCOLES Information and Tracking Network (MITN) for these standards compliance investigations.
* Manage the coordination of investigative activities internally between MCOLES units and employees, and externally with other criminal justice agencies.
* Oversee the FOIA function and other requests for information assigned to the unit and investigator.
 |
| **Duty 3** |
| **General Summary:** | **Percentage:** | **30** |
| Responsible for managing the implementation of statutory requirements associated with the confirmation, issuance, and access to the law enforcement licensing process. |
| **Individual tasks related to the duty:** |  |  |
| * Directs the maintenance of a comprehensive, statewide selection, training and licensing information storage and retrieval system for all licensed Michigan law enforcement officers.
* Directs the training of MITN operators statewide and within the agency.
* Directs the review of licensing documents for compliance with statute and established guidelines to determine eligibility.
* Oversees the coordination of the investigation and licensing process to ensure accuracy in the licensing process.
* Provide liaison and guidance to external and internal stakeholders throughout the investigation and licensing processes as appropriate.

Guide and manage staff in the enhancement and improvement of methods utilized for efficiency and conformance with legal mandates in an effort to minimize litigation |
| **Duty 4** |
| **General Summary:** | **Percentage:** | **10** |
| Conduct and manage other tasks assigned to the manager or the unit to assist the executive management team in achieving organizational goals and mandates.  |
| **Individual tasks related to the duty:** |  |  |
| * Assist in budget preparation and the development of short- and long-range plans for the organization.
* Assist in the development and implementation of policies and procedures for the organization.
* Attend meetings and conferences to provide information on the unit and organization.
* Review organizational documents, forms and web pages for consistency, and accuracy of information dissemination.
* Attend meetings, conferences and hearings on behalf of the executive director or deputy executive director as assigned.
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| **Duty 5** |
| **General Summary:** | **Percentage:** | **5** |
| Other duties as assigned |
| **Individual tasks related to the duty:** |  |  |
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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.**  |

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| Determinations on work objectives and assignments for unit staff. These decisions would impact workload and flow and staff development.Determinations on a course of action related to investigations and programs within the parameters of the statutes, rules and policies and procedures. These decisions affect law enforcement applicants, recruits, students and officers up to and including the denial of entry into a career path or to licensing, and affect agencies and training delivery sites by denying the licensing of an officer, reducing training fund distributions, or the ability to operate a training program. |

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

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| Requests that represent extreme variations to normal practices. Decisions which may have a staffing, budget, statutory or policy impact.Decisions relating to the final determination on training access denials, license denials, or license revocations.  |

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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.** |

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| This position is largely administrative in nature, although from time to time it requires lifting and carrying items of 50 lbs. or more.  This position also requires driving a car and using a variety of information systems and equipment. |

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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.** |

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| **NAME** | **CLASS TITLE** | **NAME** | **CLASS TITLE** |
|  | REGULATION AGENT-A 12 |  | HUMAN RESOURCES DEVELOPER-A 12 |
| VACANT | REGULATION AGENT-A  | VACANT | DEPARTMENTAL ANALYST-E P11 |
|  | DEPARTMENTAL ANALYST-E  |  |  |

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| **Additional Subordinates** |

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

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| Complete and sign service ratings. |

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| Assign work. |

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| Provide formal written counseling. |

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| Approve work. |

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| Approve leave requests. |

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| Review work. |

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| Approve time and attendance. |

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| Provide guidance on work methods. |

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| 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?** |

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| **23. What are the essential functions of this position?** |

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| This position is the daily management of the responsibilities of the Investigations Unit of the Michigan commission on Law Enforcement Standards (MCOLES).  Based on MCL 28.607-MCL 28.615, this position will manage the MCOLES standards compliance investigative process per applicable statutes, administrative rules and Commission policies and procedures.  These reviews include the standards associated with the Recognition of Prior Training and Experience Program (RPTE) as mandated by 1965 PA 203.  This position functions as a first-line manager of professional positions in a complex work area.  |

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

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| In support of Public Act 203 of 1965 and Public Act 128 of 2017, the Michigan Commission on Law Enforcement Standards, seeks to establish a Departmental Manger-3 Licensing and Investigations Unit Manager.   MCL 28.607-MCL 28.615 requires the Commission to review all requests for access to the licensing process, and for activation or reactivation of an individual’s law enforcement officer license for compliance with statutorily mandated standards. These reviews include the standards associated with the Recognition of Prior Training and Experience Program (RPTE) as mandated by PA 203. These standards have statewide effect on all academies, law enforcement agencies, individual license holders and anyone seeking licensure as a law enforcement officer.  This position provides leadership and accountability for stakeholders associated with requests for licensure.In sum, the Michigan Legislature has recognized the need to provide appropriate oversight for medical and non-medical standards outlined in Public 203 of 1965. The Commission has seen a dramatic increase in the number and complexity of standards and compliance reviews, with a backlog of 1,131 open investigations. The volume and difficult nature of this work requires this position for daily oversight and management to meet the Commission’s statutory responsibilities.   |

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

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| The Licensing and Investigations Unit is responsible for ensuring that local units of government, state agencies, approved training facilities and individuals are in compliance with statutory requirements and administrative rules governing the selection, training, employment, licensing and revocation of officer licenses per Public Act 203, Michigan Administrative Code, and CMCOLS policy and procedures. This position provides the supervisory, management and administrative guidance to the unit. |

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| **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** |

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| **EDUCATION:** |

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| Possession of a bachelor’s degree in any major. |

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| **EXPERIENCE:** |

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| **Departmental Manager 13 - 15**Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level. |

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| **KNOWLEDGE, SKILLS, AND ABILITIES:** |

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| * Ability to make independent and informed judgments involving complex issues that relate to the selection, training, licensing and revocations of law enforcement officers.
* Thorough knowledge of investigative procedures, administrative rules, and laws relative to the function of the unit as well as the ability to manage the day-to-day operation of a unit while supervising professional staff.
* Work experience investigating cases, both criminal and administrative, conducting standards compliance investigations and preparing cases for court proceedings or administrative hearings.
* Experience conducting and managing administrative audits and inspections.
* Possess strong verbal communication and presentation skills, strong writing skills.
* Working knowledge of current State of Michigan information systems, technology, proper use of equipment and familiarity with State of Michigan security and use policies.
* Working knowledge of law enforcement officer training standards and training delivery requirements
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| **CERTIFICATES, LICENSES, REGISTRATIONS:** |

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| Five (5) years of fully empowered, licensed law enforcement officer experience in Michigan or another state as proven by a state license/certification is preferred. Valid drivers license.  |

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| ***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.*** |

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| **Supervisor** |

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| **Date** |

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| **TO BE FILLED OUT BY APPOINTING AUTHORITY** |

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

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

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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.*** |

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