

Position Summary

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

Position Code: HUMRDEVED19N

Civil Service Class and Level: Human Resources Developer-E

Working Title (What the agency calls the position): HUMAN RESOURCES DEVELOPER

Name and Position Code Description of Direct Supervisor: DILLON, JENNIFER L; STATE ADMINISTRATIVE MANAGER-1

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission):

Division: ORGANIZATIONAL DEVELOPMENT DIVISION

Section: WELLNESS AND RESILIENCY

Unit:

Work Location (City and Address)/Hours of Work: 7150 Harris Drive, Dimondale, MI 48821 / MONDAY-FRIDAY 8a.m. – 5 p.m.

General Summary of Function/Purpose of Position: This position provides comprehensive support to MSP members by guiding them through the retirement planning and implementation process, coaching them on available financial-assistance resources, and developing, coordinating, and delivering training and curriculum that enhance understanding of retirement, financial wellness, resiliency, and overall member well-being. This position designs and implements departmental trainings and wellness programs, ensuring members and staff receive accurate, accessible, and engaging educational materials that promote informed decision-making and long-term stability.

In addition, serve as the section Training Administrator for the Professional Development Learning Center (PDLC), maintaining training records, instructor lists, and wellness-resource contacts to support efficient program operations. The role also contributes to departmental wellness initiatives by serving as a Certified Facility Dog Handler, supporting member and staff resilience through structured engagement and outreach activities.

Travel is required for this position. This position must function in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Provide comprehensive support to MSP members by guiding them through the retirement planning and implementation process, coaching them on available financial-assistance programs, and delivering training through the development, coordination, and facilitation of curriculum designed to enhance member understanding of retirement and financial-wellness resources.

- Act as an available retirement counseling resource to all MSP members to help them understand their financial needs, explore available options, and implement strategies to meet their long-term retirement goals.
- Creates instructional materials on civilian and enforcement retirement processes, retirement savings strategies, and system requirements.
- Revises curriculum to reflect changes in retirement laws, policies, and administrative procedures.
- Conduct statewide educational sessions/presentations on retirement planning, explaining plan options, retirement eligibility, timelines, procedures, and benefit calculations for civilian and enforcement personnel.
- Presents financial-education content statewide, ensuring participants understand key concepts and can apply them to personal financial decisions.
- Creates curriculum and other instructional materials on budgeting, estate planning, debt reduction, and personal financial management for diverse employee groups.
- Creating training materials, visual aids, handbooks, fact sheets, facilitator guides, and class activities to utilize during financial wellness trainings
- Maintain knowledge of current retirement options, financial regulations, and retirement product developments.
- Coordinate with external vendors/financial professionals to provide comprehensive advice and education regarding retirement planning throughout a member's career.
- Assist department members in navigating the shift from employment to retirement, including income replacement and lifestyle/estate planning.
- Travels across the state to deliver expert-level retirement-process presentations and address advanced employee inquiries.
- Track retirement applications and relay pertinent information to retiring member.
- Serve as departmental liaison with MSP HR and ORS to provide timely and accurate retirement processing.
- Oversee DROP eligibility reviews, database maintenance, monthly payout calculations, retirement application tracking, and updates to the MSP retirement website while resolving discrepancies with ORS
- Conducts in-person and virtual presentations statewide, tailoring delivery to audience needs and ensuring comprehension of complex financial and retirement topics.

Duty 2: Design, develop, coordinate, and implement departmental trainings and programs on various wellness and resiliency programs within the MSP.

- Facilitate wellness and resiliency trainings including nutrition, physical fitness, sleep hygiene, mindfulness-based resilience, emotional intelligence, social and spiritual resilience, and financial fitness.
- Instruct resiliency training courses for MSP members and staff.
- Provide wellness education to recruits and in-service personnel within the Training Division.
- Deliver wellness modules within leadership courses developed by the Leadership Development Section.
- Present wellness topics at section and division meetings upon request.
- Research training programs and technologies to improve course delivery and recommend enhancements to the Departmental Specialist.
- Design and administer surveys to identify training needs, measure learning objectives, and evaluate program effectiveness.
- Analyze participant feedback and training outcomes to strengthen statewide wellness and resiliency initiatives.
- Evaluate training programs, consolidate data, and prepare reports to improve attendee satisfaction and program quality.
- Develop new trainings based on survey data, research, and identified needs.
- Present completed trainings to colleagues for review and provide recommendations on peer-developed courses.
- Attend conferences and meetings to research potential speakers, gather program ideas, and identify resources.
- Develop program outlines through study and analysis of program data.
- Research external trainings and recommend ways to incorporate relevant content into MSP programming.
- Attend external speaking events to gather ideas for integration into MSP trainings.
- Serve as departmental liaison for internal and external vendors to plan training logistics, including securing locations, ordering meals, coordinating travel, and managing training inquiries.

Duty 3: Serve as a Certified Facility Dog Handler

- Serve as a secondary canine handler with a certified facility dog to provide emotional support and comfort to department members affected by traumatic events, critical incidents, or high-stress environments.
- Collaborate with command staff to assess the needs of individuals and determine appropriate interventions using the facility dog.
- Respond to requests for facility dog at worksites, training events, etc., providing support as needed.
- Participate in regular training exercises to maintain handler certification and to maintain the dog's obedience, socialization, and proficiency in providing therapeutic interactions.
- Ensure the canine's health, well-being, and safety by adhering to veterinary care protocols, nutrition guidelines, and exercise routines.
- Educate the department members about the benefits and capabilities of facility dogs in law enforcement settings, dispelling myths, and promoting understanding.
- Document and maintain records of the facility dog's activities, interactions, and impact on individuals and worksites.

Duty 4: Serve as the section Training Administrator for the Professional Development Learning Center (PDLC) and assist with maintenance and storage of training records, instructor and wellness resource contact lists.

- Create events, sessions, and training courses in the PDLC for the section.
- Schedule, post, and assign training for department members in the PDLC for the section.
- Manage attendee lists, rosters, and evaluations for created events, sessions, and training courses.
- Provide data to MCOLES via MITN regarding CPE credits for wellness and resiliency trainings of enlisted members.
- Maintain accurate lists for department wellness instructors, peer support members, chaplains, and other instructors that serve wellness and resiliency trainings for publication to department members via section SharePoint page.

Duty 5: Other duties as assigned.

- Perform tasks as assigned by the Wellness and Resiliency Section Commander or designee.

Types of decisions made independently and whom or what those decisions affect: The person in this position exercises independent judgment in day-to-day administrative decisions and changes that are related to the development or maintenance of training curricula and training delivery methods for MSP department members. This person also makes decisions resolving discrepancies between MSP members and ORS regarding retirements. These decisions affect instructors, students, other staff members, and ORS staff.

Types of decisions that require the supervisor's review: Major project decision that requires division approval. Request that are outside of specific guidelines. Decisions with budgetary or financial ramification for the organization. Decisions requiring new Organizational Development Division policies or procedures. Decisions requiring a response by Official Correspondence. Request for the use of new software or equipment.

Physical effort used to perform this job and environmental conditions of this position: Physical efforts normally encountered in an office environment. Most work is completed at a desk utilizing a computer terminal.

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

The essential functions of this position: Provide analytical support to the Section manager and staff in the needs analysis, design, and development of training to support and grow the civilian staff of the state police.

The function of the position's work area and how it fits into that function: The Wellness and Resiliency Section is dedicated to supporting department members through a comprehensive approach to wellness. Our team specializes in various areas of wellness, including physical fitness, financial fitness, nutrition, sleep education, resilience training, mindfulness, stress management, and trauma-informed leadership. This position serves as the department's recognized resource for all functions related to the retirement process for all members of the MSP and coordinate, develop, and assist Wellness and Resiliency staff with financial wellness resources and trainings.

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:

Human Resources Developer 9

No specific type or amount is required.

Human Resources Developer 10

One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer.

Human Resources Developer P11

Two years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer 10.

Alternate Education and Experience

Human Resources Developer 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:

Demonstrate good organizational skills, apply prioritization techniques, and demonstrate flexibility and ability to multitask. Work independently as needed. Identify training opportunities relevant to assigned analytic topic, discipline, or area of responsibility; attend training regularly and apply newly acquired skills to current duties. Provide a full range of law enforcement-related intelligence products and services; when applicable, be fully prepared to deliver effective presentations and/or court testimony. Demonstrate proficient use of databases and intelligence tools. Write and communicate clearly, concisely, and effectively. Fulfill all requirements to obtain and maintain a security clearance.

CERTIFICATES, LICENSES, REGISTRATIONS:

Canine Handler Certification from Ultimate Canine with need to be completed with six months of hire.