

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

Position Code 1. CORNSPL2

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) Bureau of Legal Affairs
4. Civil Service Position Code Description Corrctns Invst Spl-2	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor MARTIN, MARY J; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor FEIL, MATTHEW J; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Will vary / M-F 8 am - 5 pm Various hours may be required

14. General Summary of Function/Purpose of Position

The Michigan Department of Corrections (MDOC) is committed to maintaining safe correctional facilities and to prevent sexual abuse and harassment in correctional facilities. This position functions as one of five regional Prison Rape Elimination Act (PREA) Specialists in the PREA Investigations Unit. As the PREA Specialist for the Region 1, this position maintains the integrity and professional excellence of MDOC's PREA program ensuring timely and thorough investigations of allegations of employee and prisoner sexual abuse and sexual harassment. This position provides training and guidance to PREA coordinators and supervisory staff. This position conducts highly complex investigations of alleged PREA violations in all areas within the region.

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: 30**

This position serves as the Regional Specialist for the Department's PREA Program providing expertise, guidance, and oversight of PREA investigations and programmatic administrative activities.

Individual tasks related to the duty:

- Advises administrative staff, Wardens, and Regional Administrators of actions to be taken throughout the investigative process.
- Establishes standards, protocols, and best practices for conducting PREA investigations.
- Analyzes region-wide trends regarding PREA complaints and develops preventative policies and procedures. Recommends systemic changes to executive leadership.
- Coordinates with the Department's Public Information Office (PIO) on high-profile cases and matters of significant media interest and public scrutiny.
- Collaborates with the Department of the Attorney General, Michigan State Police, and other State departments and local units of government.
- Provides guidance on Department of Justice PREA standards and applicable state and federal law for the Region.
- Researches and composes position statements for the Department of Attorney General regarding PREA complaints, lawsuits, etc.
- Compiles and analyzes data and formulates MDOC responses to PREA complaints and lawsuits.
- Testifies as a subject matter expert on behalf of the Department in civil proceedings of heightened potential liability.
- Identifies patterns and best practices especially with high impact cases.
- Reviews PREA policies and operating procedures and recommends changes based on trends and data from investigations.
- Advises administrative staff, Wardens, and Regional Administrators of actions to be taken throughout the investigative process.

Duty 2**General Summary:****Percentage: 30**

This position creates training for staff on reducing and preventing PREA complaints, as well as trainings on advanced and specialized investigative techniques and methods.

Individual tasks related to the duty:

- Develops training on enhanced investigative methods and analyzing evidence for broader implications within the Department.
- Analyzes region-wide trends regarding PREA complaints and develops specialized training specific to the region. Recommends systemic changes to executive leadership.
- Implements approved specialized training for the region. Reports efficacy of training to PREA State Administrative Manager.
- Coordinates with other PREA Investigator Regional Specialists to develop and implement preventative training based on identified issues.
- Serves as a PREA-prevention specialist for the region and MDOC administration. Provides explanation and summary of investigative findings in the most complex cases.
- Provides on-the-job training regarding evidence collection, documentation, and preservation; interview techniques; and report writing.
- Researches relevant issues and develops appropriate training materials.
- Identifies resources to enhance training, quality of investigations, and the PREA Investigations Unit.

Duty 3**General Summary:****Percentage: 30**

Oversees all PREA cases throughout the region including those that are highly complex. The position also investigates complex and highly complex PREA cases statewide and provides guidance to lower-level PREA investigators in other regions.

Individual tasks related to the duty:

- Conducts highly complex investigations of the most sensitive, high-profile cases often involving high-level officials, multiple parties, and greatest potential for lawsuits with heightened liability.
- Leads assigned complex and highly complex cases in other regions.
- Provides expertise and guidance to lower-level PREA investigators in other regions on proper investigative methods and techniques.
- Communicates with the PIO office and provides information on status for media inquiries in high-profile investigations.
- Prepares detailed and in-depth reports that are subject to greater public scrutiny or may result in significant liability.

Duty 4**General Summary:****Percentage: 10**

Performs additional duties as assigned

Individual tasks related to the duty:

- Participates and leads special projects.
- Assists PREA State Administrative Manager with 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.

This position will serve as the PREA specialist for Region 1 and will address complex findings and recommend procedural changes. Provides direction and interpretation to staff on all PREA issues in Region 1.

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

Any decisions that will have a greater impact on the Department or will cause legal ramifications.

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.

Walking, sitting, driving and riding in a vehicle, extensive computer use.

Contact with felons; inmates, probationers, and parolees, often inside a prison or probation/parole office setting.

Cubicle office.

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.

Additional Subordinates

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

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input 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?

The primary responsibility of this position is to investigate allegations of sexual abuse and sexual harassment, including high-profile and in-depth matters of the highest complexity. This position provides PREA program oversight, training, and expertise for the assigned region and assistance to other regions.

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

New position.

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

The Michigan Department of Corrections has a zero-tolerance policy towards all forms of sexual abuse and sexual harassment of prisoners. The Bureau of Legal Affairs assists the Department of Attorney General in lawsuits/allegations of PREA violations seeking monetary judgements. The position will investigate and respond to allegations of sexual abuse and/or sexual harassment, employee misconduct, potentially high profile, and in-depth matters. This position conducts investigations of an administrative nature. These investigations involve sensitive and highly complex issues and assignments of a high-profile nature, involving all Department employees through the level of Deputy Director. Investigators work in concert with state, federal, and local law enforcement agencies. This position conducts highly complex investigations that have considerable impact on employee compliance with departmental policy involving high-level officials, high-profile cases (heightened potential liability). This position is the designated region specialist for PREA matters for the Department and will assist the Department in lawsuits.

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:

Corrections Investigative Specialist 13

Four years of experience conducting either broad-based criminal investigations or employee disciplinary investigations, including two years equivalent to a Corrections Investigative Officer P11 or one year equivalent to a Corrections Investigative Officer 12.

Alternate Education and Experience

Corrections Investigative Specialist 13

Education typically acquired through the completion of high school and six years of experience conducting broad-based criminal investigations or employee disciplinary investigations; OR five years of experience as a Corrections Shift Supervisor 13, or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

OR

Possession of a bachelor's degree and three years of experience as a Corrections Shift Supervisor 13, or Corrections Security Inspector 13 may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be knowledgeable of MDOC and MSP investigatory policy and procedure and PREA standards.

Knowledge of investigative methods and techniques.

Ability to conduct investigations and analyze findings in conjunction with applicable policies and procedures.

Knowledge of interviewing techniques and ability to interview and interrogate.

Knowledge of report writing methods and procedures and the ability to prepare detailed reports of findings.

Knowledge of computers and Microsoft Word and the ability to type.

Possess analytical skills and the ability to observe critically and determine appropriate course of action.

Knowledge of laws, statutes, contracts, policies and procedures related to work.

Knowledge of record keeping systems.

Ability to maintain records, prepare reports and correspondence related to the work.

Ability to maintain confidentiality.

Possess interpersonal communication skills and the ability to communicate effectively with others.

Goal and task oriented and self-motivated and ability to work alone.

Ability to provide testimony in courts and administrative hearings.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License.

Incumbent will be required to complete PREA investigation Specialized training that meets Federal PREA Standards.

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.

None

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

ASHLEY NORTON

4/2/2025

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