

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) Budget and Operations Administration (BOA)
4. Civil Service Position Code Description Corrcrtns Investigative Ofcr-A	10. Division Bureau of Legal Affairs (BLA)
5. Working Title (What the agency calls the position) PREA Investigator	11. Section Discriminatory Harassment and PREA Investigations
6. Name and Position Code Description of Direct Supervisor MARTIN, MARY J; STATE ADMINISTRATIVE MANAGER-1	12. Unit PREA Investigations
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 Various / Monday - Friday / 8:00AM - 5:00PM
14. General Summary of Function/Purpose of Position	
<p>The Michigan Department of Corrections (MDOC) is committed to maintaining safe correctional facilities and to prevent sexual abuse and sexual harassment in correctional facilities. This position functions as a Prison Rape Elimination Act (PREA) Investigator for an assigned geographic area serving as the recognized resource for Region _____. This position conducts investigations into allegations of PREA violations in the region and of more complex cases than an experienced-level PREA investigator. This position is downgraded from the PREA Specialist and performs advanced-level assignments with increased responsibilities for aspects of the regional PREA Investigations program.</p>	

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: 60

This position serves as the recognized resource for PREA matters for Region ____.

Individual tasks related to the duty:

- Provides guidance on PREA policy and procedures, Department of Justice PREA standards, as well as state and federal laws for the Region.
- Advises on appropriate action to prevent further sexual abuse and harassment while the allegations are being investigated including safety planning for the victim, housing assignments for the alleged offender, and the reassignment of staff.
- Provides direction and interpretation to staff on PREA issues in the Region.
- Conducts investigations of alleged sexual abuse/harassment in more complex cases with higher visibility and multiple variables.
- Advises lower-level investigators on investigatory techniques specific to PREA.
- Testifies in civil and administrative hearings on behalf of the Department.
- Prepares detailed reports including an evaluation of state and federal violations.
- Provides explanation of investigative findings in more complex cases.

Duty 2

General Summary:

Percentage: 30

Coordinates with investigators in other regions, PREA Specialists and senior management on cases of the highest complexity; contributes to investigation and findings; and recommends procedural changes.

Individual tasks related to the duty:

- Assists in cases of the highest complexity, sensitivity, and exposure within the region.
- Develops enhanced investigative methods, analyzing evidence for broader implications within the Department.
- Identifies systematic patterns to senior management to address complex findings and recommends procedural changes or needed training when necessary.
- Serve as a subject matter resource for staff within the region and lower-level PREA investigators in other PREA Investigations Unit regions and for MDOC administration.

Duty 3

General Summary:

Percentage: 10

Performs additional duties as assigned

Individual tasks related to the duty:

- Participates in special projects.
- Reviews publications on national and state PREA issues, Department memoranda, MDOC position statements, press releases, developments in the field, and case records
- Assists 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 serves as the recognized resource for Region ____ and addresses complex findings and assists with recommending procedural changes. Provides direction and interpretation to staff on assigned PREA cases in Region ____.

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

Any decisions with greater impact on the Department or subject to greater public scrutiny or significant liability.

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 alleged violations of the Prison Rape Elimination Act, potentially high-profile, and in-depth matters. This position conducts investigations of an administrative nature.

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

New establishment

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

The primary responsibility of this position is to serve as the recognized resource for PREA issues in Region ___ and to investigate alleged PREA violations. This position provides guidance to staff.

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 Officer 12

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

KNOWLEDGE, SKILLS, AND ABILITIES:

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

N/A

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

KATLYN SAYLOR

9/11/2025

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