

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Budget and Operations Administration
<b>4. Civil Service Position Code Description</b> HUMAN RESOURCES DEVELOPER-E	<b>10. Division</b> Training Division
<b>5. Working Title (What the agency calls the position)</b> Human Resources Developer-E	<b>11. Section</b> New Employee Training
<b>6. Name and Position Code Description of Direct Supervisor</b> SCHWEIKERT, CHRISTOPHER; HUMAN RESOURCES MGR-2	<b>12. Unit</b> ORT/NCNET
<b>7. Name and Position Code Description of Second Level Supervisor</b> VACANT; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 8701 E M-36, Whitmore Lake, MI 48189 / Monday - Friday / 8:00AM - 5:00PM

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

This position is responsible for presentation of New Employee Training modules for both Officer Recruit Training and Non-Custody New Employee Training. This includes 320 hours of training curricula delivered in Officer Recruit Training (ORT) mandated by Public Act 415 and three separate curriculum programs delivered to non-custody new employees. This position is also uniquely responsible for training course development, revision and delivery within a given area of expertise, unique to the Department. Additionally, this position may oversee and/or assist with the development of videos and other training aides. This position is responsible for the maintenance of any assigned equipment necessary for NET training programs. This position works with administrators to evaluate and accomplish the training needs of the Training Division and ensures compliance with department policy directives, operating procedures, ACA standards, federal court orders and state law.

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: 45**

This position delivers Officer Recruit Training (ORT) modules in a paramilitary setting at the assigned academy/training center and at satellite ORT training sites as necessary. Acts as a role model for corrections officer recruits while overseeing the duties of assigned Field Training Officers and adjunct staff assigned to the academy. A department issued uniform shall be worn during delivery of ORT programming. Shall be the lead instructor in one or more core content programs.

**Individual tasks related to the duty:**

- Instruct all new employee training course modules to officer recruits.
- Act as the lead instructor in delivery of one or more of the following: CPR, first aid, physical fitness training, disturbance control tactics, prisoner management including self-defense, firearms familiarization and qualification to prepare new employees to be able to do their jobs safely and effectively. Participate in delivery of all listed programs.
- Communicate and work effectively with diverse groups of people to ensure that the work environment is unbiased and conducive to successful employment.
- Serve as a platoon leader (lead worker) for up to 45 corrections officer recruits and an assigned field training officer for the duration of an Officer Recruit Training class to enhance professional development of officer recruits.
- Administer practical and written exams to ensure satisfactory completion of Officer Recruit Training.
- Monitor time and attendance records of officer recruits to evaluate performance and ensure accurate disbursement of pay and benefits.
- Conduct disciplinary investigations and administer verbal counseling to officer recruits for performance problems and less serious discipline problems to correct performance and behavior.
- Provide professional career guidance to officer recruits to enhance their career development.
- Responsible for inventory, control, and maintenance of Academy equipment as assigned.
- Act as the ORT Coordinator in their absence as assigned.

**Duty 2**

**General Summary:**

**Percentage: 20**

Serve as a content expert in specific topic areas and develop and revise Officer Recruit Training (ORT) training modules as necessary.

**Individual tasks related to the duty:**

- Research and Compose the module.
- Determine and Develop an effective format to present the materials.
- Ensure proper review by the Curriculum Unit prior to deployment and distribution.
- Determine teaching aides and equipment necessary to supplement the training.
- Present training for trainers (TTT) in a specific program to ensure that there are sufficient number of trainers to meet the department's needs.
- Assist new trainers with their first program presentations to address any issues or problems that may arise.

- Evaluate a new trainer's program presentations to determine their performance and suggest improvements in classroom skills and to monitor program content. Research information that addresses the issues to be developed into the training module.
- Evaluate program content and trainer effectiveness. Enact changes to content and make recommendations to trainers to improve delivery

### Duty 3

**General Summary:**

**Percentage: 10**

Delivery of Non-Custody New Employee Training (NCNET) and/or Mandatory In-service Training for Central Office Staff. Organize the calendar for NCNET and schedule training.

**Individual tasks related to the duty:**

- Deliver classroom-based NCNET programming.
- Develop a training calendar for NCNET classes.
- Work with the NET Supervisor and facility HRDs to schedule new non-custody employees into NCNET programming.
- Ensure that new non-custody employees meet the training required within the program.
- Communicate and work effectively with diverse groups of people to ensure that the work environment is unbiased and conducive to successful employment.
- Administer practical and written exams to ensure satisfactory completion of NCNET programming.
- Monitor time and attendance records of officer recruits to evaluate performance and ensure accurate disbursement of pay and benefits.

### Duty 4

**General Summary:**

**Percentage: 20**

Meet proficiency as a "Master Trainer" in one of the core Officer Recruit Training content areas (Prisoner Management, Health Care/CPR, Firearms/ECD/PCA, Disturbance Control, Communicating for Change).

**Individual tasks related to the duty:**

- Attain and maintain certification as a "Master Trainer" in one or more core areas of study.
- Present training for trainers (TTT) in a specific program to ensure that there are sufficient number of trainers to meet the department's needs.
- Assist new trainers with their first program presentations to address any issues or problems that may arise.
- Evaluate a new trainer's program presentations to determine their performance and recommend improvements in classroom skills and delivery of program content.

### Duty 5

**General Summary:**

**Percentage: 5**

Performs other related duties and task assigned by supervisor.

**Individual tasks related to the duty:**

- Chair the Central Office Training Committee.
- Policy directive audits and reviews.
- Maintain accepted standards for training.

- Audit training programs
- Mentors less experienced NET HRDs, assisting them with improving their program delivery skills.
- Maintain academy equipment and submit a budget to repair and replace equipment. Assist with research and ordering of new equipment.
- Develop and deliver annual training recommendations to the Training Administrator.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Responses to recruits' questions concerning department policies, procedures and hypothetical situations.

Responses to recruits' questions about the information presented in class and about practical and physical skills training.

Determine when case notes should be used to document recruits' behavior which may lead to corrective or disciplinary action.

All recruits under the supervision of the platoon leader are affected.

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

Serious recruit behavior or performance problems.

Large item procurements.

Work schedule changes.

Problems or questions outside my experience.

Disciplinary issues that occur in training.

**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.**

1. Stretching, bending, standing, lifting, carrying, squatting, running, kneeling, walking and sitting with full range of motion including physical training days/week.

2. Approximately half the time is spent in passive activity standing, sitting, or walking. The other half is intense physical activity doing unarmed self-defense, firearms training and health care training.

3. Carrying boxes of supplies, equipment and other items necessary for the operation of an Officer Recruit Training class to and from buildings and up and down stairs.

4. The instructor can be exposed to noise, wet, cold, lead dust, heat, fire, fumes and bodily fluids.

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

N Orally reprimand.

N 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?

1. The Human Resource Developer (HRD) is responsible for planning, developing, and conducting training sessions, workshops, conferences and seminars on various topics related to the organization, training academy, and new employees.
2. In cooperation with the first and second-line supervisors, the HRD monitors and evaluates all new officer recruits during the employee's initial training phase.
3. This position works directly with administrators to evaluate, update and ensure compliance with department policy directives, operating procedures, ACA standards, federal court orders and state law.
4. This position delivers Train-the-Trainer programs within their designated training specialization to other department employees.

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

No changes.

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

The function of the Training Division – New Employee Training Section is to provide and evaluate training for the Michigan Department of Corrections 13,000+ employees. The training includes both new employee and in-service training course which must be relevant and appropriate to the many positions within the department and which must comply with the Department, ACA, state, federal and Michigan Correctional Officers' Training Council guidelines. This position is responsible for presenting training to custody and non-custody new employees at the specific academy or regional training center and field training sites. This position is also responsible for keeping assigned training modules up-to-date and relevant based on current correctional best practices.

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:**

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

This position requires excellent communication skills, both written and oral, and a good working knowledge and understanding of corrections and the principles of adult learning theory and practices. Trainers must be able to pass the corrections officer physical test - expected standard and lead officer recruits in physical training. The ability to work independently, and on a team while managing a class of up to 45 officer recruits on a regular basis is necessary. Occasional presentation to and management of large groups of over 200 recruits is required. The ability to lead others with intense professionalism and, integrity is imperative.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Must complete train-the-trainer programs requiring a "certification" to be able to instruct other employees in each respective area. Completion of the department's Fundamentals of Training program is desired.

*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.*

\_\_\_\_\_  
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