

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

Position Code 1. DEPSPL2R43N
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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
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Office of Research and Planning
5. Working Title (What the agency calls the position) Women's Research Specialist	11. Section Research
6. Name and Position Code Description of Direct Supervisor MAHAR, ANNE M; DEPARTMENTAL MANAGER	12. Unit Risk/Classification and Program Evaluation
7. Name and Position Code Description of Second Level Supervisor HURLESS-SENSALIVER, BRENDA D; STATE ADMINISTRATIVE MANAGER	13. Work Location (City and Address)/Hours of Work 206 E. Michigan Ave. – Lansing / Monday – Friday, 8:00 AM – 5:00 PM (Hybrid)

14. General Summary of Function/Purpose of Position

This specialist is recognized as the Women's Research Specialist, designated as supporting Women's and non-gender specific criminal justice research projects for MDOC business areas and staff. This position is responsible for the oversight and direction of research projects aimed to evaluate the impact of current programs on reducing recidivism of female offenders in the custody and control of the MDOC. The position oversees all aspects of the research life cycle and serves as a technical advisor. The position collaborates with MDOC administrators and Bureau officials to identify and strategize research projects designed to evaluate if current programming for female MDOC offenders is being delivered as designed and summarizes findings regarding the effectiveness of programming on reducing recidivism. Based on the outcomes of research projects, this position makes programmatic and/or procedural recommendations to ensure that departmental programming meets the needs of offenders by providing them the necessary skills to avoid re-offense. This position is the subject matter expert for research support and serves as the quality assurance coordinator for the MDOC's STATIC risk assessment instrument. The position also includes the requirement of becoming a certified trainer for the STATIC. The position also collaborates with internal and external stakeholders on criminal justice related research proposals and evaluation projects. The research projects will vary based on current requirements. Research areas include but are not limited to Parole Guidelines (Women), Beyond Violence, Meridians, Moving On, Seeking Safety, Substance Abuse, Academic, and Women's Security Classification.

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: 40

Oversees the development and implementation of research projects designed to assess the impacts of current MDOC programming on reducing recidivism of female offenders in the custody and control of the MDOC.

Individual tasks related to the duty:

- Serves as a technical advisor and subject matter expert for designated criminal justice research projects through all phases of the research life cycle. Leads research projects and subsequent reviews.
- Collaborates with internal stakeholders, e.g., Offender Success, Field Operations Administration, and Correctional Facilities Administration, to identify potential research opportunities, projects, goals, and desired outcomes. Develops conceptual solutions to address and resolve identified issues.
- Identifies appropriate research methods for program evaluations and offender assessments. Uses complex SQL data extractions, statistical analysis, interpretation, and presentation.
- Evaluates benefits/drawbacks of proposed projects and makes recommendations regarding feasibility of proposals. Provides alternatives to address anticipated issues or limitations.
- Assesses research requirements and makes recommendations for resource allocations.
- Prepares/approves research project deliverables to include data collection methods, types, and sources; analytical assumptions; limitations of the research; departmental resources required, and anticipated benefits to MDOC. Reviews technical specifications detailing research design features.
- Collaborates with work groups and research teams to determine specific actions. Facilitates work group meetings to ensure scope and deliverables will meet project goals and are in line with research requirements.
- Identifies and engages additional state agencies and private industry partners that could enhance partnership efforts.
- Cultivates and maintains key stakeholder relationships by providing guidance and instruction to researchers, vendors, DTMB, and others.
- Conducts studies requiring the collection, assembly, compilation, and interpretation of criminal justice data related to the efficacy of MDOC programming on reducing recidivism.
- Assimilates data and develops reports summarizing projects and outcomes.
- Identifies and recommends programmatic, procedural, or other changes likely to promote the department's goals of reducing recidivism among female offenders.

Duty 2

General Summary:

Percentage: 35

Recognized and serves as the coordinator for quality assurance, control, and improvements for MDOC's STATIC risk assessment instrument.

Individual tasks related to the duty:

- Becomes a certified STATIC trainer.
- Develops a quality assurance, control, and improvement plan for all administrations using the STATIC risk assessment instrument that includes identifying and promoting best practices.
- Executes and coordinates the quality assurance plan while working with key internal and external stakeholders, including other quality assurance staff, and SAARNA (the STATIC organization responsible for the STATIC).
- Reports the status of the quality of assessments being conducted, including assessments reviewed, overall error rates, and trends requiring immediate attention.
- Distributes and communicates quality assurance report findings to key internal stakeholders for action and use.

- Identifies areas of improvements to quality assurance procedures and makes change recommendations to procedures.
- Develops and maintains existing departmental quality assurance policies and procedures.
- Attends and hosts work group meetings for continuous quality control of the STATIC risk assessment instrument.

Duty 3

General Summary:

Percentage: 20

Coordinates research proposals from Universities, Council of State Governments, other outside corporations, MDOC entities, and other governmental agencies.

Individual tasks related to the duty:

- Reviews and summarizes all research proposals for the MDOC Director. Makes recommendations regarding MDOC's interest in proposed research projects.
- Develops the Data Sharing Agreement or Memorandum of Understanding with the researcher and MDOC's Director
- Processes research requests, including logging, monitoring, and reporting on progress.
- Answers questions via e-mail and telephone related to research proposals and evaluation projects.
- Answers questions and gives directions to staff regarding research proposals and evaluation projects.
- Uses scientific research methods for research proposals. Uses complex SQL data extractions, statistical analysis, interpretation, & presentation.
- Visits facilities and field offices as needed to provide onsite support.
- Assists with ongoing research work, responsible for complex research requests and related downstream impact analysis.
- Acts as a liaison with other agencies, researchers, vendors, organizations, and employees to coordinate departmental programs.

Solicits outside research proposals for coordination with Universities for Offender Success and offender classification that MDOC needs.

Duty 4

General Summary:

Percentage: 5

Duties as assigned.

Individual tasks related to the duty:

- Duties as assigned.

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

Make recommendations related to the feasibility of research proposals and evaluation solutions or process changes. These decisions affect the research partners and the particular MDOC staff and offenders. Make recommendations related to any relationship between enterprise level applications and proposed new solutions. The decisions affect MDOC operations and budgets and MDOC offenders impacted by programs to reduce recidivism.

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

- Security issues involving public safety, release of confidential data, issues involving spending, recommended policy changes or requests for a variance.
- Final approval of certain deliverables, e.g., research design, change orders, test plans, etc.
- Approval for changes to a research proposal or evaluation project

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.

High pressure situations related to deadlines. The position requires extensive use of a computer and long periods of sitting. Travel throughout the State will be required to facilitate meetings/training and on-site evaluations of business process / applications.

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):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

This specialist is recognized as the Women's Research Specialist, responsible for women and non-gender specific offender program and assessment evaluations. The specialist assures MDOC is following best practices for programs to reduce recidivism while protecting the public. This is the Quality Assurance coordinator for the MDOC's STATIC risk assessment instrument. This specialist will be certified trainer for the STATIC and the expert on the STATIC. This is also responsible for reviewing, evaluating, designing, development, testing, implementing, and maintaining various internal and external research and evaluation proposals/projects. Develops and maintains expertise in research processes providing assessments of impact when the processes are updated. Provides deliverables to include data collection methods, types, and sources; analytical assumptions; limitations of the research; departmental resources required; and anticipated benefits to MDOC. This position will be a liaison to external researchers, DTMB, contracted vendors, and MDOC. The research projects will vary based on current requirements. Research areas include but are not limited to Parole Guidelines (Women), Beyond Violence, Meridians, Moving On, Seeking Safety, Substance Abuse, Academic, and Women's Security Classification.

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 Office of Research and Planning guides certain department strategic directions related to information technology and research. It evaluates, recommends, and implements IT solutions, research proposals, and evaluation projects for the Department. These solutions impact the department's budget and ability to implement its mission and strategic initiatives. Coordination of activities is required with all department bureaus as well as the Governor's office, the Legislature, and other state agencies. This position functions under the Administrator's direction to create alignment with the department's strategic direction and implement highly complex and diverse collaborative initiatives within the MDOC and between the MDOC and other public and private organizations. These initiatives have a substantial direct impact on the department's mission and are aimed to support the department's strategic plan through internal alignment and external outreach and coordination. The research projects will vary based on current requirements. Research areas include but are not limited to Parole Guidelines (Women), Beyond Violence, Meridians, Moving On, Seeking Safety, Substance Abuse, Academic, and Women's Security Classification.

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:

Departmental Specialist 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.

Special Requirements, Licenses, and Certifications:

Alternative experience qualifications of nonprofessional experience, previously identified by the appointing authority and approved by Civil Service, will be accepted as a substitute for the required classified, professional experience for the classification. The nonprofessional experience must be related to departmental programs and services that provide the required knowledge, skills, and abilities. Individuals appointed must possess the department-specific alternative experience for positions within that agency only.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the operational & technical problems involved in defined business areas, and methods of planning, developing, & administering research projects.
- Knowledge & understanding of the System Development Life Cycle.
- Knowledge of & experience with complex SQL data extractions, statistical analysis, interpretation, & presentation.
- Proficiency with Microsoft Office Suite.
- Communication skills - ability to organize, evaluate, and present information effectively.
- Master's degree in applied research/statistical field with a concentration in statistics and research methods a bonus.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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.

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
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