State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. DPTLTCHEE42N

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 Technician-E	**10. Division** Training
5. Working Title (What the agency calls the position) Recruitment Technician	**11. Section** Recruitment
6. Name and Position Code Description of Direct Supervisor HINES, AARON; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor SPENCER, BRIDGET L; STATE OFFICE ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position will serve as a liaison between the drug and alcohol testing unit for purposes of pre-employment drug screen scheduling and results for areas of responsibility. This position will also serve as a liaison with clinics for scheduling new candidate physicals to verify ability and location to meet the hiring needs of the Department. Will assist with conducting background investigations on Corrections Officer applicants to determine suitability for employment and make hiring recommendations. Coordinate Officer billing reconciliation regarding pre-hire physicals. Assist in maintaining College Credit Waiver Database. Maintain workforce statistical data regarding Corrections Officer positions. Review data to determine trends in applicant pool and impact on workforce statistics and make recommendations to the manager.

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**

Assist in maintaining unit database information for NEOGOV, college waiver program, intel and military database. Review Corrections Officer work force statistical trends in applicant pool and determine impact on work force.

Individual tasks related to the duty:

- Compiles, reviews, and monitors statistical data/program data from NEOGOV, college waiver program, intel database and back-up for military database.
- Conduct demographic reviews summarizing the workforce on multiple dimensions, such as college credits vs. no credits, intel pass/fail, military vs. no military, etc.
- Sends out correspondence related to college waiver program to HR offices and officer candidates.

Duty 2

General Summary: **Percentage:** **30**

Serve as a liaison between drug and alcohol testing unit as well as clinics for purposes of scheduling pre-employment drug screen and physical exams for new officer candidates. Work with Civil Service regarding employment sanctions for any failures.

Individual tasks related to the duty:

- Review hiring needs area, ensure clinics have drug testing form prior to the start of hire.
- Review candidate's home location; determine drug testing clinic and physical clinic closest to candidate’s home; schedule drug and medical appointments for candidates.
- Provide a daily list of candidate names to drug and alcohol testing unit as well as to the analyst tracking medicals.
- Provide justification/notifications to Civil Service for sanctions.
- Assist in making job offers and informing candidates of drug/physical appointments.
- Other duties as assigned

Duty 3

General Summary: **Percentage:** **30**

Assist in conducting background investigations and selection of new officer candidates.

Individual tasks related to the duty:

- Move candidates in NEOGOV to appropriate status, making notes in NEOGOV regarding status.
- Call references contacting candidates by phone to follow-up on information.
- Assist with various confirmation processes (calls, letters, emails etc).
- Assist with interviews/fitness testing of new candidates.
- Participate in New Officer orientation and file breakdown/NEOGOV cleanup.

- 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.

Maintenance of databases. Report development. Clinic scheduling.

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

Correspondence which would have unfavorable financial, legal, or political impact on the Department. Issues regarding new legislation or departmental policies or procedures.

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.

Lifting and carrying files. Some statewide travel. Assisting with physical fitness testing, Job functions entail long periods at the computer and on the phone.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	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?

Work force analysis. Maintain data base of Corrections Officer work force. Serve as liaison with Central Office for scheduling physical clinic contracts to verify it has clinics in locations to meet contractual requirements.

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 work area is to be responsible for all statewide hiring of new Corrections Officers, statewide Departmental recruitment efforts, overseeing statewide new employee physicals and drug screen scheduling and for special projects as assigned. This position has workforce analysis responsibility.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8
One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9
One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7
Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8
Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9
Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of HRMN, relevant Civil Service and Departmental rules, regulations, policies, and procedures. Knowledge of state and federal EEO laws and privacy laws. Knowledge of Department, Division, and Section mission and goals, policies and procedures. Excellent oral and written communications skills. Ability to organize and prioritize. Good computer skills.

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.

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