

**State of Michigan
Civil Service Commission**

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

Position Code

1. REGLAGTEC54R

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 LICENSING AND REGULATORY AFFAIRS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Corporations, Securities & Commercial Licensing
4. Civil Service Position Code Description Regulation Agent-E	10. Division Licensing
5. Working Title (What the agency calls the position) Regulation Agent	11. Section Inspections & Investigations
6. Name and Position Code Description of Direct Supervisor COOK, BRAD; STATE ADMINISTRATIVE MANAGER-1	12. Unit 5472
7. Name and Position Code Description of Second Level Supervisor PARKER, BENJAMIN; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2407 North Grand River Avenue, Lansing, MI 48906 Mon-Fri / 8AM-5PM / Remote options available

14. General Summary of Function/Purpose of Position

This regulation agent is responsible for conducting investigations based upon allegations of possible violations of the Michigan Occupational Code 1980, PA 299, the Cemetery Regulation Act, 1968, PA 251, the Forensic Polygraph Examiners Act, 1972, PA 295, the Michigan Professional Employer Organization Regulatory Act, 2010, PA 370, the Professional Investigator Licensure Act, 1965, PA 285, the Private Security Business and Security Alarm Act, 1968, PA 330, the Security Alarm Systems Act, 2012, PA 580, the Limousine, Taxicab, and Transportation Network Company Act, 2016, PA 345, the Michigan Unarmed Combat Regulatory Act, 2004, PA 403, and the Vehicle Protection Product Act, 2005, PA 263. These allegations are submitted by citizens, professional associations, licensees/registrants, and federal or local agencies.

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

The regulation agent is responsible for conducting investigations and inspections of occupations regulated by the Corporations, Securities, and Commercial Licensing Bureau, Licensing Division.

Individual tasks related to the duty:

- Conduct investigations and report on allegations involving possible violations of regulated professions.
- Conduct investigative conferences and interviews with parties and potential witnesses.
- Review records provided during investigations to determine their relationship to the alleged incident(s).
- Obtain all other documentation that may prove related to the incident(s).
- Interpret and apply statutes and rules.

Duty 2

General Summary:

Percentage: 30

Prepare investigative reports and assist in adjudication of cases.

Individual tasks related to the duty:

- Review, analyze and evaluate findings.
- Produce a written investigative report containing all pertinent information.
- Make recommendations for closure, enforcement action or expert review, if warranted.
- Identify and prepare documentation for use by expert witnesses on allegations.
- Provide witness testimony in administrative, civil or criminal proceedings as directed or requested regarding violations found during investigations.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Review and analyze information obtained through computerized data.
- 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.

As this is a field job and supervision is not always immediately available, decisions must be made regarding any unexpected complications that arise while in the field. These decisions affect the outcome of the case, as well as the public perception of the Department and the State.

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

Supervisory guidance should be sought in cases involving unusual or far-reaching circumstances or circumstances that may have an effect on Bureau policy.

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.

Driving to and from interviews/investigations to conduct field investigations occasionally encountering inclement weather. Excessive sitting and utilization of a computer. Prolonged reading of Statutes and Rules regarding the regulated professions.

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):

- | | |
|---|--|
| ☐ 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?

N/A

23. What are the essential functions of this position?

This regulation agent is responsible for conducting investigations based upon allegations of possible violations of the Michigan Occupational Code 1980, PA 299, the Cemetery Regulation Act, 1968, PA 251, the Forensic Polygraph Examiners Act, 1972, PA 295, the Michigan Professional Employer Organization Regulatory Act, 2010, PA 370, the Professional Investigator Licensure Act, 1965, PA 285, the Private Security Business and Security Alarm Act, 1968, PA 330, the Security Alarm Systems Act, 2012, PA 580, the Private Security Business and Security Alarm Act, 1968, PA 330, the Limousine, Taxicab, and Transportation Network Company Act, 2016, PA 345, the Michigan Unarmed Combat Regulatory Act, 2004, PA 403, and the Vehicle Protection Product Act, 2005, PA 263. These allegations are submitted by citizens, professional associations, licensees/registrants, and federal or local agencies.

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

Updated to most recently approved Regulation Agent PD. Added "Remote options available" to box 13.

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

The Inspections & Investigations Section conducts investigations of allegations submitted to the Licensing Division regarding professions that the division regulates. These allegations are submitted by citizens, professional associations, licensees/registrants, and federal or local agencies. Cases include investigations that must be conducted in accordance with rules of evidence and be prepared in a manner that withstands review by the Department of Attorney General.

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

EDUCATION:

Bachelor's degree in business administration, criminal justice, criminology, law enforcement, police administration, security and loss prevention, or a related field.

EXPERIENCE:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively orally and in writing.
- Must possess analytical skills.
- Knowledge of the investigative methods and techniques.
- Knowledge of the collection and preservation of evidence obtained during an investigation.
- Ability to interpret relevant sections of statutes and rules.
- Ability to develop questions pertinent to the issue involved.
- Ability to conduct proper research and/or case consultation.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan driver's license with no restrictions in place.

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