

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

Position Code 1. STDDADM1O47N

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 STATE ADMINISTRATIVE MANAGER-1	10. Division Training Division
5. Working Title (What the agency calls the position) Recruitment Manager	11. Section Recruitment
6. Name and Position Code Description of Direct Supervisor BARR, RICHARD A; A/STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAMP, JULIE; SENIOR DEPUTY DIRECTOR	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

Responsible for the planning, coordination, delivery, evaluation and documentation of all new employee recruitment efforts for the Michigan Department of Corrections including recruitment for the Officer Recruit Training (ORT) Academies.

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: 25

Directs the day-to-day operations of the Recruitment Section.

Individual tasks related to the duty:

- Direct and oversee staff and operations for CO applicant file reviews, interviews, fitness testing, criminal history checks, background investigations, pre-employment physicals, etc.
- Evaluate candidates for selection as a Corrections Officer.
- Oversee job offer process and related functions (job confirmation to applicant, notifications to HROs, coordination of new employee orientation.
- Maintain records, reports, and compose correspondence on recruitment functions and activities.
- Work with top administration in CFA, FOA, BOA, Health Care, etc., as well as Civil Service to determine recruitment needs and to develop recruitment strategies to meet these needs.
- Ensure that each active candidate file is assigned to a specific recruiter to ensure effective communication, outreach and support.
- Responsible for developing and managing advertising budget, approval of tactics, reviewing and approving invoices.
- Oversee and manage health care recruitment, nurse students clinical rotations, health care tours and internships and health professions shortage areas.
- Oversee and manage statewide college waiver program, which includes conducting credential reviews of college transcripts for officers enrolled in the college waiver program.

Duty 2

General Summary:

Percentage: 25

Directs the advertising and messaging efforts in support of the Recruitment Section.

Individual tasks related to the duty:

- Work with top administration in Executive Office, CFA, FOA, BOA, Health Care, etc. as well as Procurement and Public Information to obtain comprehensive advertising and messaging strategy for traditional media and electronic/social media.
- Monitor recruitment contacts and selection results through review of statistical data to determine the effectiveness of advertising and messaging strategies.
- Ensure recruitment staff are trained in effective strategies for working with multi-generational candidates.

Duty 3

General Summary:

Percentage: 25

Organizes attendance at special recruitment events and job fairs for full-time and volunteer recruitment staff.

Individual tasks related to the duty:

- Coordinate schedule for attendance at job fairs and recruitment events for recruitment staff and volunteers.
- Ensure volunteer recruiters are trained to deliver the MDOC's strategic message.
- Ensure volunteer recruiters are appropriate representatives for the MDOC.
- Monitor recruitment contacts and selection results through review of statistical data to determine the effectiveness of job fairs and special recruitment events.
- Coordinate advertising efforts in conjunction with these events.
- Ensure data is collected regarding contacts made and ensure appropriate follow-up with interested candidates.
- Ensure materials are developed and available to support the various career areas in the MDOC and that expert staff are prepared to represent these career areas.

Duty 4

General Summary:

Percentage: 15

Management and supervisory responsibilities for staff assigned to the Recruitment Section.

Individual tasks related to the duty:

- Supervise professional and support staff.
- Approve leave requests and monitor time and attendance.
- Provide guidance and direction to staff.
- Complete staff performance factors and evaluations.
- Assign work to staff.

- Ensure staff complete required training.
- Write position descriptions for staff assignments.
- Conduct staff meetings in accordance with policy.
- Oversee/manage military recruitment/statistics.
- Oversee/process rehire candidates and prepare approval process documents.
- Order recruitment related items.

Duty 5

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Dependent upon duties assigned.

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

- General management responsibility for goals research development, implementation, and evaluation of Recruitment Section functions.
- Development and training of a pool of volunteer recruiters.
- Providing technical assistance and responses when providing training or acting as a consultant regarding recruitment issues.
- Recommendations regarding development of MDOC Policy Directives regarding recruitment.
- Scheduling and locations for relevant recruitment events.
- Expenditures included in approved Spending Plan.
- Assignment of direct reports.
- Recruitment materials updates.

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

- Decisions about politically sensitive issues or those outside expertise or authority of this position.
- Approval of advertising/messaging plan.
- Decisions regarding the reassignment of staff.

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 more than 50lbs of supplies and equipment
- Standing for extended periods
- Sitting for extended periods
- Frequent travel including driving, walking, climbing stairs, using elevators

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	DEPARTMENTAL ANALYST-A 12		DEPARTMENTAL ANALYST-A 12
	DEPARTMENTAL ANALYST-A 12		DEPARTMENTAL ANALYST-A 12
	DEPARTMENTAL ANALYST-E 9		DEPARTMENTAL ANALYST-E P11
	DEPARTMENTAL ANALYST-E P11		DEPARTMENTAL ANALYST-E P11
	DEPARTMENTAL ANALYST-E		DEPARTMENTAL ANALYST-E P11
	DEPARTMENTAL ANALYST-E P11		DEPARTMENTAL TECHNICIAN-E E9
	DEPARTMENTAL TECHNICIAN-E 8		GENERAL OFFICE ASSISTANT-E 5

	GENERAL OFFICE ASSISTANT-E 5		GENERAL OFFICE ASSISTANT-E E7
	STUDENT ASSISTANT-E		
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?

Yes

23. What are the essential functions of this position?

This position functions as manager of the MDOC Recruitment Section. This involves the management of all Department-wide recruitment efforts including the selection of Corrections Officers and the availability of qualified candidates for all MDOC vacancies.

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

Requesting to update position STDDADM1O47N in accordance with MCSC Regulation 4.01. The essential duties and tasks of this position have not changed. The update is to add additional duties to Duty #1, including the development and management of advertising budget, approval of tactics, reviewing and approving invoices. Overseeing and managing health care recruitment, nurse students clinical rotations, health care tours and internships and health professions shortage areas. Overseeing and managing statewide college waiver program, which includes conducting credential review of college transcripts for officers enrolled in the college waiver program.

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

The work area supports the ongoing recruitment of all MDOC staff to ensure an appropriately qualified workforce is available to meet the MDOC's ongoing staffing needs. Position is manager of the work area.

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:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Exceptional personal and professional integrity, good organizational and leadership skills, strong work ethic, good written and verbal communication skills, ability to deal well with people of all levels, professional demeanor, high degree of initiative

and willingness to do what needs to be done to get the job done.

**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.

KATLYN SAYLOR

11/12/2025

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