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

Position Code
1. DEPTALTAO37Y

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)** Executive Bureau
4. Civil Service Position Code Description Departmental Analyst-A	**10. Division** Offender Success Administration
5. Working Title (What the agency calls the position) CRS Analyst	**11. Section** Offender Success
6. Name and Position Code Description of Direct Supervisor CLARK, DOUGLAS J; DEPARTMENTAL MANAGER-3	**12. Unit** Community Corrections
7. Name and Position Code Description of Second Level Supervisor MCGEORGE, ROBERT P; STATE ADMINISTRATIVE MANAGER-1	**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

Position serves as the recognized resource for the Department for Community Residential Services (CRS). The CRS Analyst provides program support and recommendations related to CRS and ensures policy and program objectives related to the determination of eligibility for CRS by the Department are correctly applied. The CRS Analyst is responsible for analyzing and updating CRS related policies and contracts.

The CRS Analyst provides guidance, direction, and technical assistance to FOA Office of Parole and Probation Services (OPPS), and contracted partners surrounding program eligibility. The CRS Analyst also works with PMCD on identified reimbursable programs and recommends approval once it has determined that all requirements have been met. The CRS Analyst's role is critical with ensuring reimbursements to CRS providers are reviewed and approved timely and accurately.

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**

Recognized resource for administering, evaluating, analyzing, and ensuring compliance with the Community Residential Services (CRS).

Individual tasks related to the duty:

- Administer and evaluate CRS programming operations by way of site visits, monitoring expenditures, and conducting curriculum reviews.
- Develop internal business practices to support CRS program reimbursement and MDOC policy adherence.
- Analyze and/or develop new contract language, policies, and procedures for CRS.
- Maintain changes to program policies, and procedures based on changes to applicable laws, acts, and statutes, etc.
- Provide guidance and support to FOA OPPS, and contracted providers with program eligibility determinations.
- Work with FOA OPPS, and contracted providers to develop programs.
- Validate accuracy of monthly invoices and program utilization reports for CRS.
- Conduct onsite reviews to ensure program and expenditure compliance with contract and MDOC policy.
- Provide recommendations on corrective action plans to recover or recoup payments and reimbursements.
- Provide analysis, post award services and oversight to ensure compliance with CRS contracts.
- Work closely with PMCD staff to assist with contract compliance and contract objectives.
- Attend meetings and problem solve as necessary.
- Monitor and evaluate the effectiveness of a statewide centralized CRS referral process.

Duty 2

General Summary: **Percentage:** **25**

Develop and conduct statewide outreach to Department staff and contractors.

Individual tasks related to the duty:

- Conduct CRS related training and outreach as needed.
- Prepare and/or present informative speeches and presentations to internal and external stakeholders on CRS.
- Responsible for continuous process improvement of CRS operations by constant review of best practices and analyzing local and national trends.

Duty 3

General Summary: **Percentage:** **10**

Serve as the CRS analyst and technical advisor to internal and external stakeholders.

Individual tasks related to the duty:

- Serves as a technical advisor and liaison with PMCD and contractors.
- Evaluates documents and applications for possible inclusion in programs; determines eligibility or compatibility; determines acceptability of documents or applications and decides on the appropriate action(s) to take.
- Interprets existing and proposed laws, policies, and procedures as they relate to a program area.
- Consults with state, local and federal government as well as interested parties in this regard.

Duty 4

General Summary: **Percentage:** **5**

Other duties as assigned.

Individual tasks related to the duty:

- Participate on OS and/or Department projects.
- Attend meetings.

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

The position requires an understanding of the complexity of state/local partnerships and the ability to understand and balance the competing agendas of elected stakeholders. Approval of community residential services plans, impact on

funding and implementation of programs which in turn impact on jail and prison crowding, parole, probation and court workloads, offender behavior, public safety, and expenditure of state and local resources on the criminal justice system.

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

Policy recommendations that need to be presented to the Office and/or Department administration(s) and/or the State Community Corrections Board and all recommendations related to funding of local plans and proposals will need supervisory review.

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.

The position requires extensive travel throughout the state. Occasional attendance at early morning or evening meetings requires early departure in the morning, return late at night, or overnight stay. The incumbent must be able to operate a vehicle, a personal computer, a telephone, and lift up to 30 lbs.

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?

Position serves as the recognized resource for Community Residential Services (CRS). This position will provide input, guidance to various stakeholder for the best use of CRS. The incumbent designs, implements and maintains procedures and documentation pertaining CRS metrics and quality assurance reviews of metrics and monthly reports. This position works with a variety of software components and tools and analyzes and recommends new community programming as needed. Acts as expert/liaison with other agencies and staff to coordinate program initiatives.

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

Requesting to reclassify position DEPTALTED10Y to the DEPARTMENTAL ANALYST-A in accordance with MCSC Regulation 4.01. The position has grown and become more complex as the work area's focus is on centralizing and improving processes that affect the Community Residential Services (CRS) programming statewide. There has been a creation of a statewide centralized referral process/system for CRS. This position is now the recognized resource for the Department where all CRS referrals for programming are processed. This position is responsible for reviewing all statewide CRS referrals and assisting field agents with appropriate placement. Other changes have come by way of legislative changes to the CRS per diem, which now calls for additional and new reimbursements vendors can submit for. This position tracks and analyzes spending and research spending patterns to ensure the Department doesn't overspend appropriations. Also, Community Residential Services (CRS) is the same as Probation Residential Services (PRS). The naming convention was changed some time ago to more accurately reflect who the work area serves.

The employee meets the minimum education and experience requirements for the requested classification and level and has satisfactory performance. Administrative delays that were not the fault of the employee prevented a more timely submission of this request. As a result, an effective date of November 24, 2024, is being requested in accordance with MCSC Regulation 4.04.

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

Community Corrections Services Section has responsibilities for: working with local residential; providers in the development and implementation of residential plans; the administration of funds, monitoring the performance of local providers in the use of funds, and providing recommendations for modification of policy, procedures and programming), and for the provision of technical assistance to reduce demand for prison space and improve utilization of local jails while maintaining public safety.

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 Analyst 12
Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12
Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the operational and technical problems involved in the administration of a specialized
- program.
- Knowledge of the assigned program specialty.
- Administrative Assistant and Specialist:
- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Knowledge of the need, preparation, and use of reports.
- Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated
- and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a
- conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.

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	3/10/2025
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**