

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

**Position Code**  
1. REGLAGTE

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureua of Professional Licensing
<b>4. Civil Service Position Code Description</b> Regulation Agent-E	<b>10. Division</b> Enforcement Division
<b>5. Working Title (What the agency calls the position)</b> Regulation Agent	<b>11. Section</b> Pharmacy/Drug Monitoring Section
<b>6. Name and Position Code Description of Direct Supervisor</b> HUDSON, ANDREW; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> PASANSKI, FORREST M; STATE DIVISION ADMINISTRATOR 17	<b>13. Work Location (City and Address)/Hours of Work</b> 611 W. Ottawa Street, Lansing, MI 48933 / Monday-Friday; 8am - 5pm

**14. General Summary of Function/Purpose of Position**

Conducts investigations of cases of overprescribing, overdispensing, and/or drug diversion of licensed or regulated health care professionals alleged to be in violation of the Michigan Public Health Code on a statewide basis. Conducts interviews of relevant witnesses, obtains evidence to support or disapprove an allegation in accordance with the rules of evidence and the Administrative Procedures Act. Conducts field inspections relating to potential violations of the Michigan Public Health and Occupational Codes. May be required to testifying in administrative hearings.

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**

Conducts field investigations and inspections.

**Individual tasks related to the duty:**

- Conduct investigative conferences and interviews with involved parties and potential witnesses.
- Review and interpret medical records, pharmacy records, and various legal documents to determine their relationship to the alleged incident. Obtain all other documentation that may be related to the incident. Collect and evaluate criminal histories, and civil judgments of licensees and unlicensed entities.
- Determine the necessity for investigative subpoenas and request as needed.
- Collect and preserve evidence in accordance with legal requirements.
- This position has unsupervised access to controlled substances while confiscating and transporting these substances from complainants, pharmacies, hospitals, physician offices, manufacturers and wholesalers. The agent inventories the controlled substances as evidence and provides a written receipt to the party surrendering the drugs. The agent must then transport the evidence to the Lansing office and turn the evidence over to the property room attendant.

**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 using the Bureau's approved format and identify potential violations of the Michigan Public Health and /or administrative rules of the Health Code.
- Make recommendations for closure, enforcement action, or expert review, if warranted.
- Testify at administrative hearings as directed or requested

**Duty 3**

**General Summary:**

**Percentage: 10**

Review and analyze allegations and information and develop a work plan.

**Individual tasks related to the duty:**

- Review allegations and information submitted by the general public, health professionals and facilities, law enforcement officials, and other parties.
- Review and analyze information obtained through computerized data
- Interpret and apply statutes, rules, Attorney General advice, declaratory rulings, and guidelines.
- 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.

Since this is field position supervision is not always available so decisions must be made regarding any unexpected issues that may arise while in the field. These decisions may affect the outcome of the case, as well as the public's perception of the State, the Department or Bureau.

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

Supervisory review is required on cases involving unusual or far-reaching circumstances, or circumstances that may have an adverse effect on the Division, Bureau or Department 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/inspections statewide to conduct field investigations on a daily basis occasionally encountering inclement weather. Excessive sitting and utilization of a computer. Prolonged reading and research on various medical procedures and medical terminology.

**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):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?**

Investigation of health care professionals, occupational code licensees and inspections relating to violations of the Michigan Public Health Code related to overprescribing, overdispensing, and drug diversion.

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

no changes - Add STP

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

This Bureau is responsible for the intake, processing, and adjudication of administrative complaints regarding the licensing population of approximately 400,000 health care practitioners and 400,000 occupational code licensees. The primary function of this position is to conduct investigations of health care professionals and occupational code licensees alleged to have violated the Michigan Public Health Code, Occupational Code, and/or administrative rules.

**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 business administration, criminal justice, criminology, law enforcement, police administration, security and loss prevention, or a related field.

**EXPERIENCE:**

**Regulation Agent 9**

No specific type or amount is required.

**Regulation Agent 10**

One year of professional experience providing regulation and investigative services equivalent to a Regulation Agent 9.

**Regulation Agent P11**

Two years of professional experience providing regulation and investigative services equivalent to a Regulation Agent, including one year equivalent to a Regulation Agent 10.

**Alternate Education and Experience****Regulation Agent 9**

Two years of experience as a sworn detective at a law enforcement agency may be substituted for the education and experience requirements.

**Regulation Agent 10**

Three years of experience as a sworn detective at a law enforcement agency may be substituted for the education and experience requirements.

**Regulation Agent P11**

Four years of experience as a sworn detective at a law enforcement agency may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to communicate effectively orally and in writing. Must possess excellent analytic skills. Knowledge of investigative techniques or medical terminology would be helpful.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan Driver's license

*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.*

ERMELINDA GARZA

9/18/2018

\_\_\_\_\_  
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