

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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)
	LIQUOR CONTROL COMMISSION
4.Civil Service Position Code Description	10.Division
REGULATION AGENT -E 9/10/P11	ENFORCEMENT
5.Working Title (What the agency calls the position)	11.Section
ENFORCEMENT INVESTIGATOR	
6.Name and Position Code Description of Direct Supervisor	12.Unit
- Regulation Manager	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
State Administrative Manager	8AM TO 5PM MONDAY THROUGH FRIDAY AND WHENEVER REQUIRED

14. General Summary of Function/Purpose of Position

Enforce the Liquor Control Code (Code) and rules of the Commission, investigate applicants for licensure, investigate complaints, inspect licensees' business establishments for compliance with the Code and rules, conduct controlled buy operations, perform border patrol work, participate in the training of police officers to enable them to enforce the Code, assist licensees in compliance issues, produce reports on computer, testify at hearings, and perform other related duties as directed.

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 of Duty 1

% of Time 60

Conduct licensing investigations.

Individual tasks related to the duty.

- Conduct the necessary investigative work to write a report recommending the issuance or denial of various types of liquor licenses and permits in accordance with the Code, the rules, and all policies and procedures of the Commission.
- Meet with applicants and attorneys, review contracts, agreements, income tax documents, financing, and other business records.
- Conduct on-site surveys and review proximity to churches, schools, and other licensees for compliance with the Code and rules.
- Conduct final inspections to assure all licensing conditions have been met.

Duty 2

General Summary of Duty 2

% of Time 15

Conduct controlled buy operations. Commission controlled buy operations use 18-20 year old underage buyers (decoys) to attempt to purchase alcoholic beverages at licensed establishments.

Individual tasks related to the duty.

- Solicit, interview, and train underage buyers.
- Conduct the controlled buy operation while directing and safeguarding the minor decoy.
- Accurately complete all violation reports.
- Coordinate with the decoy to ensure that they will be at the hearing to testify; prepare decoy for court appearance.
- Testify as needed to support violations.

Duty 3**General Summary of Duty 3**% of Time 15

Investigate complaints against liquor license holders and conduct other enforcement activities including border patrols, club audits, routine compliance checks, serve subpoenas, confiscate licenses, and other special assignments. Examples of complaint enforcement activities include allegations of sales to intoxicated persons, illegal importation of alcoholic beverages, club sales to non-members, wholesale violations, and other violations of the Code and the rules of the Commission.

Individual tasks related to the duty.

- Review the complaint or other enforcement activity and plan the appropriate method of investigation, taking personal safety issues into consideration.
- Conduct the on-site investigative or enforcement activity.
- Gather and identify evidence as needed.
- Take appropriate enforcement measures including recommending the issuance of violation complaints.
- Write and submit a timely investigation reports.

Duty 4**General Summary of Duty 4**% of Time 5

Training of licensees, law enforcement officers, other regulation agents, and the general public in the Code, rules, and policies and procedures of the Commission.

Individual tasks related to the duty.

- Assist supervisors in the conduct of training sessions for law enforcement officers.
- Conduct on-the-job training for new regulation agents.
- Assist supervisors in the conduct of training sessions for licensees and the general public.
- Assist in the development of new training programs and updating of guidebooks.

Duty 5

General Summary of Duty 5 % of Time 5

Conduct administrative duties as needed.

Individual tasks related to the duty.

- Submit timely and accurate daily activity logs, travel logs, and travel expense vouchers.
- Schedule activities to maintain timely responses to assignments.
- Inventory, order, and maintain supplies.
- Maintain state vehicle and equipment.

Duty 6

General Summary of Duty 6 % of Time

Individual tasks related to the duty.

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

Decisions relating to field investigative work, controlled buy operations, enforcement activities and training. Those affected are other regulation agents, applicants, licensees, law enforcement agencies, and the general public.

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

Decisions pertaining to licensing and enforcement investigations. Decisions on the acceptability of reports.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Must be able to drive a vehicle. Must meet with licensees, applicants, law enforcement officers, public officials, and the general public at licensed establishments, governmental offices, etc. Time in the office is spent reviewing paperwork, using the telephone and using computer. Outside work includes taking measurements, inspecting construction sites and fire scenes.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?

Position description prepared by management.

23. What are the essential functions of this position?

This position is responsible for conducting licensing investigations, controlled buy operations, border patrol operations, compliant investigations, general enforcement activities, training and writing accurate and timely reports of these activities.

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

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

The Enforcement Division is responsible for conducting all investigations of applicants for liquor licenses and monitoring compliance with the Michigan Liquor Control Code by licensed businesses. This position is responsible for conducting the necessary field investigations.

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

EXPERIENCE:

9 level – no experience is required.

10 level – one year of experience providing professional regulation agent services equivalent to a Regulation Agent in state service.

P11 level – two years of experience providing professional regulation agent services equivalent to a Regulation Agent in state service, including one year equivalent to a Regulation Agent 10.

ALTERNATIVE EDUCATION AND EXPERIENCE:

Regulation Agent 9 – Two years of experience as a sworn detective at a law enforcement agency may be substituted for the experience and education.

Regulation Agent 10 – Three years of experience as a sworn detective at a law enforcement agency may be substituted for the experience and education.

Regulation Agent P11 – Four years of experience as a sworn detective at a law enforcement agency may be substituted for the experience and education.

KNOWLEDGE, SKILLS, AND ABILITIES:

For 10 and P11 level, a working knowledge of the Michigan Liquor Control Code of 1998, the Administrative Rules, and the Commission's policies and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.