

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.) Vacant	8. Department/Agency Licensing and Regulatory Affairs (LARA)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Professional Licensing
4. Civil Service Position Code Description State Administrative Manager 15	10. Division Investigation & Inspection Division
5. Working Title (What the agency calls the position) Manager	11. Section Occupational Code Investigation Section
6. Name and Position Code Description of Direct Supervisor Jon Campbell, State Division Administrator 17	12. Unit
7. Name and Position Code Description of Second Level Supervisor Amy Gumbrecht, Senior Management Executive 19	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa Street, Lansing, Monday-Friday; 8am-5pm
14. General Summary of Function/Purpose of Position <p>This position provides overall direction and management of the Occupational Code Investigation Section which is responsible for; but not limited to, investigating allegations involving licensed or registered professionals alleged to have violated the Occupational Code and/or related administrative rules. This position is responsible for monitoring, evaluating, and providing direction for assigned cases in order to ensure that cases are timely addressed, that case issues are appropriately identified and addressed, and to ensure that case completion falls within mandated time frames.</p>	

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 70

Provides overall direction and management of the Occupational Code Investigation Section.

Individual tasks related to the duty.

- Manage work assignments, sets priorities and directs the work of subordinates in accordance with general guidelines and knowledge of division procedures and goals.
- Coordinates work by scheduling assignments and directing the work of subordinates.
- Conducts staff meetings to discuss operating problems, organization, technical problems and the status of programs and projects.
- Provides technical assistance and advice to employees on a statewide basis and assists field staff with complicated investigations.
- Evaluates cases to determine if a referral for administrative action is warranted and that competent and material evidence is presented in support of an action.
- Makes recommendations to Division Director to close cases in those instances where there is insufficient evidence to support administrative action.
- This position may have unsupervised access to controlled substances while assisting investigators and inspectors in confiscating and transporting these substances from complainants, pharmacies, hospitals, physician offices, manufacturers and wholesalers. The manager may assist with the inventory of the controlled substances as evidence and provide a written receipt to the party surrendering the drugs. The manager may then transport the evidence to the Lansing office and turn the evidence over to the property room attendant. This function will normally be performed on rare occasions to assist other regulatory personnel.

Duty 2

General Summary of Duty 2 % of Time 15

Provides administrative direction and management to the professional and support staff of the Occupational Code Investigation Section.

Individual tasks related to the duty.

- Interview and select investigative and clerical staff, assuring equal opportunity in hiring and promotion. Plan and conduct or direct appropriate training of new employees. Plan and conduct or direct in-service training, as necessary.
- Monitor performance of subordinates through review of work product, reports, and statistical data. Monitor and adjust investigative caseloads and activities to assure that statutorily mandated time lines are met. Determine and assign priorities.
- Approves use of leave time by staff, counseling and disciplining employees as needed or directed and participate in employee grievance procedures.
- Conduct annual service ratings of employees and institute corrective measures if needed.

Duty 3

General Summary of Duty 3

% of Time 10

Develop and maintain relationships with other law enforcement agencies and other state departments.

Individual tasks related to the duty.

- Maintain liaison with division managers, other state agencies, various law enforcement agencies, and the general public regarding program operations within the region.
- Maintain liaison with assistant attorneys general regarding contested cases that require division involvement and testimony.
- Coordinate the department's involvement in legal actions conducted by other agencies where assistance is provided by regional staff.

Duty 4

General Summary of Duty 4

% of Time 5

Administrative functions.

Individual tasks related to the duty.

- Respond to inquiries, compile data, and make presentations.
- When instructed by management, prepare reports and information regarding departmental policies, procedures and activities.
- Establish, monitor, analyze, recommend and modify procedures and guidelines for regional operations.
- Review and recommend proposed legislative and rule changes to improve program effectiveness to Division Director.
- Conduct training for new section employees.
- Serve as a backup to the Public Health Code Investigation Section Manager.
- 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.

Decisions regarding investigation priority, timeliness, and thoroughness are made within division and statutory guidelines, and affect the licensed professional, the health, safety and welfare of the citizens of Michigan, and the department's ability to meet its statutory mandates. Decisions regarding personnel matters affect the employee and the division's ability to respond to the public in a timely, competent manner. An accurate and fair interpretation and application of various laws and rules is necessary as errors in judgment may damage the department's credibility. Planning and coordinating a comprehensive regional program that results in manageable caseloads, appropriately allocated resources, sufficient staff direction, and good morale.

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

Conflicts with other units of the division or bureau, or with the Department of Attorney General. High profile or unusual issues likely to generate media or legislative interest. Instances in which an action by the department may result in legal action against the department. Matters that may have division, bureau or department implications.

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.

The position is generally performed in an office environment. The employee may be required to visit various locations within the State of Michigan. The position requires travel by automobile. The position may be required to periodically accompany investigators in the performance of their duties.

This position is a test-designated position.

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>
Eight (8)	Regulation Agent A		
Two (2)	Regulation Agent E		

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?

Management of the Occupational Code Investigation Section and managing of investigations of licensed professionals alleged to have violated provisions of the Michigan Occupational Code.

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 Investigation & Inspection Division is responsible for the investigation of allegations involving professionals licensed or regulated under the Michigan Public Health Code or Occupational Code. This position manages the Occupational Code Investigation Section, manages the investigation and support staff, and reports to the Director of the Investigation & Inspection Division. This position comports with the duties and responsibilities assigned to this division.

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

EDUCATION:

Bachelor's degree in any major. Prefer: bachelor's degree in law, criminal justice, business administration or public administration.

EXPERIENCE:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

The employee must possess excellent analytical and interpersonal skills. The employee must have a temperament suited to the administration of investigations of complex and emotional issues. The employee must have the knowledge, skills and ability necessary to supervise and coordinate office activities, investigative programs, and stay current on various laws, rules, court decisions, and Attorney General opinions. The employee must also have the ability to communicate effectively with agency representatives and the public, both orally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid, current Michigan driver's license without restrictions.

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.