

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

<b>Position Code</b>
1. DEPTMGR3H29N

## 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>  Departmental Manager-3	<b>8. Department/Agency</b>  Michigan State Police
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>  Field Support Bureau
<b>4. Civil Service Position Code Description</b>  Departmental Manager-3	<b>10. Division</b>  Criminal Justice Information Center
<b>5. Working Title (What the agency calls the position)</b>  Departmental Manager 14	<b>11. Section</b>  Administrative Section
<b>6. Name and Position Code Description of Direct Supervisor</b>  Shawn Sible, State Administrative Manager 2	<b>12. Unit</b>  Sex Offender Registry
<b>7. Name and Position Code Description of Second Level Supervisor</b>  Michelle Kleckler, Senior Policy Executive	<b>13. Work Location (City and Address)/Hours of Work</b>  7150 Harris Drive, Dimondale MI 48821 / M-F, 8 a.m. - 5 p.m.

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

This position is responsible for overall management of the Sex Offender Registry (SOR) Unit. This position provides the administration and management of all unit personnel, development of policies and procedures, authors correspondence and communications, and has responsibility of statewide coordination of activities related to the registration of sex offenders. This position has exclusive oversight for the design, development, and maintenance of the registry application used to record and document all registrants that have been ordered to register by all courts within the state of Michigan. This position ultimately is accountable for safeguarding the internal registry system and external Public Sex Offender Registry data while ensuring procedural compliance with the Michigan Sex Offender Registration Act, the National Sex Offender Registry (NSOR), and the National Crime Information Center (NCIC) requirements. This position serves the State Police Executive Division and the Department of Attorney General as the primary liaison and subject matter expert in the subject of the Sex Offender Registry (State and Federal), assisting in areas of registrant disputes and the interpretation of potential registry issues resulting from proposed, and enacted, legislative changes. Additionally, this position has final accountability for submitting applications and budgetary monitoring of the yearly federal Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) grant.

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:** 30

Oversee and direct all operations of the Sex Offender Registry Unit.

**Individual tasks related to the duty:**

- Supervise all staff members: maintaining and updating position descriptions.
- Hire and oversee training of personnel and organize the unit as needed.
- Set policies, write procedures, and ensure they are followed. Updating staff when modifications are made.
- Monitor workflow, set priorities, and make assignments; monitor work quality; provide guidance and instructions.
- Evaluate employee performance and perform disciplinary counseling as needed.
- Resolve disputes involving employees, bargaining sections, external organizations, and others.
- Ensure proper equipment and supplies necessary to perform tasks are acquired, and ensure equipment and software is operating satisfactorily.
- Administer time and attendance in accordance with state and division policies and bargaining unit contracts.
- Conduct staff meetings: maintain records, prepare reports, and compose correspondence relative to the work of the unit.

**Duty 2**

**General Summary:**

**Percentage:** 30

Serve as the State of Michigan, primary liaison and subject matter expert on the Michigan Sex Offender Registry and the Sex Offender National Act for the State Police Executive Division and the Department of Attorney General.

**Individual tasks related to the duty:**

- Provide expert analysis and recommendations on potential new legislation and/or modifications to existing legislation, outlining effects to registry application, registry population and enforcement.
- Directs and participates in the creation of individual registrant summaries which include historical criminal history, requirement changes related to legislative modifications.
- Coordinate the review court orders, injunctions, etc. to provide MSP Legal, State Police Executive Division and Attorney General's Office with analysis on effects to the registry application, registry population and enforcement.
- Brief and make recommendations to MSP Legal, State Police Executive Division and the Attorney General's Office with information related to compliance with the Sex Offender National Act (SORNA).
- Direct and participate in compiling documentation and notations to support Attorney General's Office in defense cases, included but not limited to, historical case documents and unit policies/procedures.
- Provide analysis and data as requested by the MSP Executive Division to fulfill requests initiated by state legislature and their constituents.

**Duty 3**

**General Summary:**

**Percentage:** 20

Ensure the Sex Offender Registry is accurate and complies with all sex offender laws and regulations. Oversee training initiatives for the state of Michigan law enforcement community so that all law enforcement agencies within the state have access to the registry. Ensure that any registry issues encountered by the law enforcement officials are resolved.

**Individual tasks related to the duty:**

- Serve as the State of Michigan subject matter expert on state and federal laws governing sex offender registration and enforcement and provide information to ensure the state is in compliance.
- Directs and participates in the development, interpretation, evaluation, and recommendation of, policies and procedures that correspond to state and federal law and ensure they are followed within the unit.
- Establish and coordinate routine audits of the registry to ensure accuracy, correct errors, and initiate actions to eliminate the cause of errors, fulfill the position of liaison for audits for the state and federal auditors.
- Oversee the development and implementation of statewide training programs for registration officials.

- Ensure staff has adequate procedures in place to track the movements and proper registration of offenders.
- Ensure the Michigan registry complies with federal NCIC requirements.
- Provide recommendations for maintenance of Official Orders pertaining to Sex Offender Registry issues.
- Respond to any audit findings, both state and federal.

**Duty 4**

**General Summary:**

**Percentage:** 15

Direct the research, application, maintenance, and reporting of federal and state grant money received to improve registry functions and be solely accountable for providing budgetary updates to leadership. Be responsible for the completion of any grant adjustments regarding budgetary issues.

**Individual tasks related to the duty:**

- Serve as units' primary point of contact while coordinating the application of the yearly SMART grant to cover the cost of new technology, software, hardware and/or other project needs of the SOR Unit.
- Develop grant objectives and oversee the management of the procurement process as it relates to the expenditure of grant funds.
- Coordinate schedule of grant deadlines and requirements.
- Evaluate and approve grant progress reports as required by the granting agencies.
- Coordinate activities with the SOR Coordinator and MSP Fiscal Manager Unit on grant budgets and approve fund adjustments.
- Oversee the evaluation of grant project progress and review monthly status reports provided by SOR Coordinator.

**Duty 5**

**General Summary:**

**Percentage:** 5

Other duties as assigned.

**Individual tasks related to the duty:**

- Including but not limited to,
- Work with other sections on joint projects.
- Work within the division and department to implement distance-based learning methodologies.
- Oversee the collection process of SOR fees.
- Work with the division commander to provide staff support to the SOR Advisory Committee.
- Respond to court orders and subpoenas.
- Attend conferences and facilitate sharing of information between neighboring states.
- Perform other tasks as directed by supervisor.

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

- Setting and interpreting policy that affects Michigan law enforcement agencies, the general public who use the public registry system and those who are sex offender registrants.
- Recommend new technologies, the establishment of data standards, and the development of new system enhancements through private vendors, all of which affect the law enforcement agencies, courts, and others.
- Decisions made through the auditing program could affect outside agencies.
- In addition, considerable latitude is given to this manager in personnel assignment decisions affecting the section.

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

Decisions in need of supervisor's approval when proposed procedures and policies impact other sections or divisions within the State Police or have a major impact on the entire criminal justice community or the division's customers or the division budget.

**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.**

Physical efforts include routine office sitting, standing, computer work, communicating with persons on the telephone and in person, and attending and conducting meetings. Some travel is required, requiring a valid driver's license.

**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.**

NAME	CLASS TITLE	NAME	CLASS TITLE
Karis Mayer	Departmental Analyst – A	Sharon Jegla	Departmental Analyst – E
Janelle Schkade	Departmental Analyst – E	Courtney Segal	Departmental Analyst - E
Lauren Kroll	Departmental Analyst - E	Lana Hadzajlic-King	Departmental Technician - E
Meaghan Bilsky	Departmental Technician – E	Matthew Schneider	Departmental Technician – E
Katrina Stehlik	Departmental Technician - E		

**Additional Subordinates**

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

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

Yes

**23. What are the essential functions of this position?**

This position is responsible for overall management of the Sex Offender Registry (SOR) Unit. They will provide the administration and management of all unit personnel, development of policies and procedures, author correspondence and communications, and has responsibility of statewide coordination of activities related to the registration and tracking of sex offenders. This position has exclusive oversight for the design, development, and maintenance of the registry application used to record and document all registrants that have been ordered to register by all courts within the state of Michigan. This position ultimately is accountable for safeguarding the internal registry system and external Public Sex Offender Registry data while ensuring procedural compliance with the Michigan Sex Offender Registration Act, the National Sex Offender Registry (NSOR), and the National Crime Information Center (NCIC) requirements. This position serves the State Police Executive Division and the Department of Attorney General as the primary liaison and subject matter expert in the subject of the Sex Offender Registry (State and Federal), assisting in areas of registrant disputes and the interpretation of potential registry issues resulting from proposed, and enacted, legislative changes. Additionally, this position has final accountability for submitting applications and budgetary monitoring of the yearly federal Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) grant.

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

This position has developed and evolved into a higher classification due to more complex duties. Since the last review, this position now serves as the State of Michigan's primary liaison and subject matter expert on the Michigan Sex Offender Registry and the Sex Offender National Act for the State Police Executive Division and the Department of Attorney General. This position serves as the State of Michigan's subject matter expert on state and federal laws governing sex offender registration and enforcement. Additionally, this position is responsible for software research and development and registry data quality assurance.

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

The Criminal Justice Information Center is responsible for collecting data from all law enforcement and other criminal justice entities. It is the statewide repository for several sets of data including gun records, traffic crashes, sex offenders, crime statistics, and criminal records. This position administers the Sex Offender Registry program.

**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 Manager 13 - 15**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the criminal justice system, computerized record keeping systems, training and management would be helpful. This person must be able to analyze situations and develop solutions, to communicate effectively, and maintain favorable public relations. Two years project and database management experience

Two years' experience conducting trainings. Grant management experience.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

NA

*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.***

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Supervisor

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Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

NA

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

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JENNIFER GRAY

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6/2/2021

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Appointing Authority

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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.***

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Employee

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Date