

## 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.

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| <b>2. Employee's Name (Last, First, M.I.)</b>  | <b>8. Department/Agency</b><br>DOC-CORRECTN CENTRAL OFFICE   |
| <b>3. Employee Identification Number</b>   | <b>9. Bureau (Institution, Board, or Commission)</b><br>Budget Operations Administration   |
| <b>4. Civil Service Position Code Description</b><br>State Division Administrator                          | <b>10. Division</b><br>Office of Legal Affairs   |
| <b>5. Working Title (What the agency calls the position)</b><br>DH PREA Investigations Administrator       | <b>11. Section</b><br>DH and PREA Investigations Division  |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>GULICK, LIA L; SENIOR DEPUTY DIRECTOR | <b>12. Unit</b>  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>WASHINGTON, HEIDI; DIRECTOR     | <b>13. Work Location (City and Address)/Hours of Work</b><br>Grandview Plaza 206 E. Michigan Ave. Lansing, MI 48909 /<br>Monday - Friday 8 am - 5 pm |

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

This position serves as the administrator for the DH (Discriminatory Harassment) and PREA (Prison Rape Elimination Act) Investigations Division for the Department, including management and oversight of all DH and PREA investigations. The incumbent must have extensive knowledge of litigation and oversight of investigation, including PREA and DH complaints. Additionally, this position provides legal guidance and leadership in the assessment of risk in these areas: state and federal civil rights laws; training, litigation, and policy concerns for the Department; reasonable accommodations and other EEO matters. The employee's assignments involve highly complex and sensitive cases in which the decisions rendered have substantial social, economic, financial, and public policy impact.

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: 70**

Responsible for the overall administration of the DH/PREA Investigations Division. Provide administrative direction and leadership to the DH/PREA Investigations Division.

**Individual tasks related to the duty:**

- Provides counsel, training, technical, policy and legal guidance to Division Managers. Ensures they effectively administer, manage, and plan the activities performed within their work areas.
- Assigns and directs work activities of the Division generally and particularly for direct reports.
- Represents the Division and Department in various agency and interagency meetings.
- Meets regularly with the DH/PREA Division to resolve issues related to the DH/PREA Division to determine status of projects, investigations, and administrative inquiries.
- Direct the activities of staff in the implementation of the Division's goals, responsibilities and policies ensuring they are in line with those of the Department.
- .
- Provides day to day guidance, direction and supervision of the Division's managers and other assigned staff for work assignments, priorities and expectations.
- Evaluates performance of staff in meeting work expectations, define and initiate training, work assignments, or other measure necessary for continued improvement in performance.
- Oversight of the assessment the adequacy of the investigations, including evidence analysis, completeness of the information, final determinations, and whether those determinations were properly supported.
- Oversight of the determination when conclusions reached by investigators are insufficiently supported by the investigation, provide assessments of where there is legal error, or where supplemental information would change the outcome and report those findings to the appropriate Unit Manager.
- Conduct performance reviews.

**Duty 2**

**General Summary:**

**Percentage: 25**

Provide support to Department staff regarding issues related to Discriminatory Harassment and PREA Division.

**Individual tasks related to the duty:**

- Advise department staff on legal issues, including drafting memoranda, analyzing litigation risk, or responding to outside complaints.
- Identify gaps in policy and training; recommend proposed changes to strengthen these areas.
- Perform appropriate legal research on department cases and issues.
- Work with and support the Department of Attorney General on DH and PREA matters.
- Direct and attend meetings as needed.
- Consult with and obtain advice from the Attorney General's office as needed.
- Oversee internal controls and implement changes as needed.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Cover duties assigned to other Office of Legal Affairs' staff on an as needed basis as determined by the OLA Administrator.
- Collaborate on legal issues and continue skill development.
- Continue legal and professional development.
- Identify resources that can be used to enhance department and/or individual performance.
- Read publications on national and state human civil rights issues, department memos, position statements, press releases, developments in the civil rights field, and case records.
- Participates in training as assigned.
- Work on special projects as assigned.
- Conduct legal research and analysis as requested and provide written memoranda.

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

This position performs at a high level of independent decision making on matters that have significant impact on the operations of the Department. This position reviews high-profile investigations, recommends policy and training changes, advises on legal issues, etc. Decisions may include statutory and legal interpretation and analysis. This position advises Wardens and executive-level staff on a frequent and ongoing basis.

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

Any policy directive revisions, training recommendations, requests for settlement authority, or other any other matter that is legally or politically sensitive must be reviewed with the Office of Legal Affairs Administrator.

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.

Work may involve visits to prisons and field offices, as well as contact with offenders. Long periods of sitting and working at a computer, including preparing or reviewing documents.

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**

-State Administrative Manager (15) - To be created (Vacant) -State Administrative Manager (15) - To be created (Vacant)

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?

Oversight and supervision of the Discriminatory Harrassment and Prison Rape Elimination Act Invesigations Division. Position is a key member of the Department's Administrative Management team and advises executive level staff on matters of policy and law.

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

This is a new position.

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

The position heads the DH and PREA Investigaton Division, which oversees all Departmental investigations into complaints alleging discriminatory harassment or PREA violations.

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:**

**State Division Administrator 17**

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

**Alternate Education and Experience**

**State Division Administrator 17**

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of statutes, administrative rules, and policy related corrections. Extensive knowledge of issues related to prisoner litigation and the judicial review process in state circuit courts. Ability to formulate policies and procedures. Ability to establish and maintain relationships with high level staff, attorneys, and members of the public. Juris Doctorate from an accredited law school and law license preferred. Two years of experience in Corrections Administration, Administrative Law, or Corrections Law preferred.

**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.***

ASHLEY NORTON

11/13/2023

\_\_\_\_\_  
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