CS-214
Rev 11/2013

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)**
	Professional Licensing
4.Civil Service Position Code Description	**10.Division**
Regulation Agent E/9-11	Investigation & Inspection Division
5.Working Title (What the agency calls the position)	**11.Section**
Regulation Agent	Occupational Code Investigation Section
6.Name and Position Code Description of Direct Supervisor	**12.Unit**
Brandon Wilson, State Administrative Manager 15	
7.Name and Position Code Description of Second Level Supervisor	**13.Work Location (City and Address)/Hours of Work**
Jon Campbell, Division Director 17	611 Ottawa St., Lansing, Michigan Monday-Friday; 8am-5pm

14. General Summary of Function/Purpose of Position

Conducts investigations of licensed or regulated health care professionals alleged to be in violation of the Michigan Public Health Code and licensed or regulated occupational code professions/professionals alleged to be in violation of the Occupational Codes 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 of Duty 1 **% of Time 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 judgements 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 of Duty 2 **% of Time 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 Occupational Codes and/or administrative rules of the Health and/or Occupational Codes.
- Make recommendations for closure, enforcement action, or expert review, if warranted.
- Testify at administrative hearings as directed or requested

Duty 3

General Summary of Duty 3 **% of Time 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.

Duty 4

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

Individual tasks related to the duty.

Duty 5

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

Individual tasks related to the duty.

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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.

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 is 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.

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.)

NAME	CLASS TITLE	NAME	CLASS TITLE

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?

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 and Occupational Code.

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

n/a.

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:

Bachelor's degree, preferably in business administration, criminal justice, criminology, law enforcement, police administration, security and loss prevention, health care or a health-related field.

EXPERIENCE:

No specific amount or type is required for the E9 level one year of experience providing professional regulation agent services equivalent to a Regulation Agent in state service is required for the E10 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 is required for the P11 level, or other alternative education and experience as defined in civil service job specifications.

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 operator's license with no restrictions in place.

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.