State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. AGINSPV2

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.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** ATY GNRL CENTRAL OFFICE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Criminal Justice Bureau
4. Civil Service Position Code Description Attorney General Invstg Supv-2	**10. Division** Criminal Investigations Division
5. Working Title (What the agency calls the position) Attorney General Investigator Supervisor - 2	**11. Section**
6. Name and Position Code Description of Direct Supervisor SARGENT, AUBREY A; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor MANNING, PETER; DEPUTY ATTORNEY GENERAL	**13. Work Location (City and Address)/Hours of Work** 525 W Ottawa St., Williams Building, Lansing MI or 3030 W. Grand Blvd., Detroit MI / Monday through Friday 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position will serve as a second-line supervisor in the Department of Attorney General's Criminal Investigations Division. The Criminal Investigations Division is comprised of five sections including the Major Case Section. This position will be handling specific complex high, profile investigations within the Major Case Section, which require highly specialized law enforcement methods, specific case familiarity, and prior complex case management experience. The Attorney General Investigator Supervisor 2 (14) will work in conjunction with the Criminal investigations Division Chief to identified investigatory needs of the five sections, collaborate with multi-disciplinary prosecution team, and oversee evidence handling and investigative protocols to ensure the highest caliber investigations. The Attorney General Investigator Supervisor 2 (14) will supervise Attorney General Law Enforcement Agents, Attorney General Law Enforcement Supervisors, and specialized task force officer(s) to facilitate task progression

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:** **60**

The position will serve as a second line supervisor over Investigator Supervisors and special agents assigned in the Criminal Division while overseeing multiple evidence property rooms, first line property custodian and supervisors, and Complex special project and development.

Individual tasks related to the duty:

- Supervises, directs and assists subordinates on complex criminal investigations.
- Maintains time and attendance records and makes appropriate reports for subordinate criminal investigations.
- Provide assistance to front line supervisors 13, and their sections with CID.
- Collaborate with internal and external groups providing expert knowledge and assistance.
- Independently gathers, interprets, and uses complex data to develop actionable steps that will improve processes and optimize results for all investigations.

Duty 2

General Summary: **Percentage:** **35**

Directing the work of front-line Attorney General Supervisory Special Agents/Investigators

Individual tasks related to the duty:

- Mentor and training Special Agents/Investigators on specific tasks and introduce best practices within the department.
- Assist the Chief of Criminal Investigations Division, Manage, identify, and understand the needs of Criminal Investigations Division
- Assist the staff of Criminal Investigations Division in handling difficult matter of policy application and unusual issues with which they are not familiar.
- Research and work on special projects as assigned by the Division Chief.
- Recommend modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Evaluate organization and/or operational needs and recommend solutions.

Duty 3

General Summary: **Percentage:** **5**

Performs other duties as assigned by the Division Chief.

Individual tasks related to the duty:

- Performs "special" investigations as assigned by the Division Chief.
- 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.

Oversee Deployment and supervision of investigative staff during field operations including, but not limited to, surveillance and undercover operations and execution of search warrants and other day-to-day operations decisions. Review of case files submitted for warrants – incomplete files are returned to investigative staff, complete investigations are referred to legal staff.

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

Oversee Final/complete investigative review for full-scale case closures, for pending arrests. Review of any formal or written counseling memorandums written to subordinates or any proposed disciplinary actions. Any revision of investigative policies and procedures. Approval for any investigative section staff training. Approval for any joint-agency investigations

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.

The job duties require ability to meet Michigan Commission on Law Enforcement Standards (MCOLES) certification requirements, including the ability to satisfactorily meet Attorney General firearms qualification requirements on an ongoing basis. Work includes time in an office setting, travel to various locations throughout the state, lengthy periods of time in a car performing undercover, surveillance and other field activities, physical strength and agility to enable the employee to effectuate an arrest, even in circumstances where the person becomes combative, physical effort necessary for the performance of the entire realm of peace officer activities and the ability to interview people.

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
FROST, BRIDGETTE	ATTORNEY GENERAL INVSTG SUPV-1	SHELBY, GENTRY	ATTORNEY GENERAL INVSTG SUPV-1 13
CAMPBELL, JEFFREY	ATTORNEY GENERAL INVSTG SUPV-1 13	BRAEUTIGAM, BRADLEY	ATTORNEY GENERAL INVSTG SUPV-1 13
MAY, JAMES A	ATTORNEY GENERAL INVSTG SUPV-1 13	MENARD, ROBERT	ATTORNEY GENERAL INVSTG SUPV-1 13
MORSE, STEPHEN C	ATTORNEY GENERAL INVSTG SUPV-1 13	STECKEL, MICHAEL W	ATTORNEY GENERAL INVSTG SUPV-1 13

Additional Subordinates

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

Assist the Division Chief in overseeing all supervisory special agents and their special agents in CID.

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

New Position.

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

The incumbent serving in this position is a supervisory special agent provides prosecutors, investigators, analysts, and support staff to investigate, apprehend, and potentially prosecute defendants in CID. This position is specifically responsible for overseeing complex Criminal Investigations Division assignments as required by the Division Chief.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Attorney General Investigator Supervisor 14
Five years of experience equivalent to an Attorney General Investigator, including three years equivalent to an Attorney General Investigator E11, two years equivalent to an Attorney General Investigator 12, or one year equivalent to an Attorney General Investigative Supervisor 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

As described in the applicable Civil Service Job Specification

CERTIFICATES, LICENSES, REGISTRATIONS:

MCOLES certification on a continuing basis. Possession of a valid Michigan motor vehicle operator’s license.

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.

LALENA VANDEUSEN

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**