

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) Construction Codes
4. Civil Service Position Code Description Regulation Agent - E	10. Division S.O.L.E.
5. Working Title (What the agency calls the position) Enforcement Regulation Agent	11. Section Enforcement
6. Name and Position Code Description of Direct Supervisor Badger, Felicia; State Administrative Manager 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor Gensler, Alesha; State Division Administrator 17	13. Work Location (City and Address)/Hours of Work Various 8:00am-5:00pm Monday-Friday
14. General Summary of Function/Purpose of Position Conducts investigations of licensed or regulated trades professionals alleged to be in violation of the Michigan Occupational Code, and Skilled Trades Regulation Act and licensed or regulated skilled trades professions/professionals alleged to be in violation of the Michigan Occupational Code and Skilled Trades Regulation Act, Elevator Licensing Act and Elevator Safety Board Act on a statewide basis. Conducts interviews of relevant witnesses, obtains evidence to support or disprove an allegation in accordance with the rules of evidence and the Administrative Procedures Act. Conducts field investigations and inspections relating to potential violations the Michigan Occupational Code, Skilled Trades Regulation Act, Elevator Licensing Act and Elevator Safety Board Act. May be required to testify 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:

Percentage: 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 complete contracts, price quotes, estimates, change orders, proof of payments, permit and inspection records from the local unit of government, clear photographs showing the alleged violation and the date the photo was taken, court documents if applicable, advertisements, notes and other relevant 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.

Duty 2

General Summary:

Percentage: 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 Occupational Code, Skilled Trades Regulation Act, and/or administrative rules of the Michigan Occupational Code, Skilled Trades Regulation Act, Elevator Licensing Act and/or Elevator Safety Board Act.
- Make recommendations for closure, enforcement action, or expert review, if warranted.
- Testify at administrative hearings as directed or requested.

Duty 3

General Summary:

Percentage: 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, licensees, law enforcement officials, and other parties.
- Review and analyze information obtained through investigatory documentation.
- Interpret and apply statutes, rules, Attorney General advice, declaratory rulings, and guidelines.
- 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.

Identify potential violations of the Michigan Occupational Code, Skilled Trades Regulation Act, and/or administrative rules of the Michigan Occupational Code, Skilled Trades Regulation Act, Elevator Licensing Act and/or Elevator Safety Board Act.

Since this is a field position, direct 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 daily occasionally encountering inclement weather. Excessive sitting and utilization of a computer with repetitive hand movement.

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>

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?

Yes.

23. What are the essential functions of this position?

Investigation of occupational code licensees, skilled trades professionals and inspections relating to violations of the Occupational Code, Skilled Trades Regulation Act, Elevator Licensing Act and Elevator Safety Board Act.

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

No change

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 65,750 skilled trades licensees and 107,000 occupational code licensees. The primary function of this position is to conduct investigations of skilled trades professionals and occupational code licensees alleged to have violated the Skilled Trades Act, Occupational Code, Elevator Licensing Act, Elevator Safety Board Act and/or administrative rules.

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 business administration, criminal justice, criminology, law enforcement, police administration, security and loss prevention, or a related field.

EXPERIENCE:

Regulation Agent 9

No specific type or amount is required.

Regulation Agent 10

One year of professional experience providing regulation and investigative services equivalent to a Regulation Agent 9.

Regulation Agent P11

Two years of professional experience providing regulation and investigative services equivalent to a Regulation Agent, including one year equivalent to a Regulation Agent 10.

Alternate Education and Experience

Regulation Agent 9

Two years of experience as a sworn detective at a law enforcement agency may be substituted for the education and experience requirements.

Regulation Agent 10

Three years of experience as a sworn detective at a law enforcement agency may be substituted for the education and experience requirements.

Regulation Agent P11

Four years of experience as a sworn detective at a law enforcement agency may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of investigative methods and techniques; laws, statutes, policies, and procedures related to the work; legislative processes; administrative hearings, the criminal justice system, and court processes and procedures; legal terminology and what constitutes legal evidence; interviewing techniques; and of report writing methods and procedures. Ability to conduct investigations and analyze findings in conjunction with applicable statutes; interview others, obtain evidence, and prepare detailed reports of findings; interpret and apply complex laws, procedures, rules, and regulations; mediate disputes; provide testimony in courts of law or administrative hearings; observe critically and determine appropriate courses of action; maintain records and prepare reports and correspondence; communicate effectively; and to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.