

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

**Position Code**

1. YOU CSPV1

## 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>                                                             | <b>8. Department/Agency</b><br>MIL AFFR CENTRAL OFFICE                                                                                        |
| <b>3. Employee Identification Number</b>                                                                  | <b>9. Bureau (Institution, Board, or Commission)</b><br>Michigan Army National Guard                                                          |
| <b>4. Civil Service Position Code Description</b><br>YOUTH CHALNG ACDMY SPV-1                             | <b>10. Division</b><br>Michigan Youth/Job Challenge Academy                                                                                   |
| <b>5. Working Title (What the agency calls the position)</b><br>Michigan Challenge Academy Supervisor 8   | <b>11. Section</b><br>Residential/Program On-Site Operations                                                                                  |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>YOUTH CHALNG ACDMY SPV-3             | <b>12. Unit</b>                                                                                                                               |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>STATE ADMINISTRATIVE MANAGER-1 | <b>13. Work Location (City and Address)/Hours of Work</b><br>5500 Armstrong Road Building 13 Battle Creek, MI 49037 /<br>Variable Days/Shifts |

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

This position serves as a first-line supervisor responsible for the work of subordinate Michigan Challenge Academy Cadre Aides in their performance of the care and training of Youth Challenge (YC) cadets and Job Challenge (JC) associates in the residential phase of Michigan Youth Challenge and Job Challenge programs. Work is performed under general supervision and requires thorough knowledge of the policies, procedures and regulations governing the Michigan Challenge programs, and supervisory techniques, personnel policies, and procedures. The employee works within general methods, procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations.

**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: 45**

Supervise the work of YC/JC Cadre Aides ensuring that proper labor relations and conditions of employment are maintained while upholding and enforcing the Academy's Standard Operating Procedures & Policies.

**Individual tasks related to the duty:**

- Selects and assigns staff, ensuring equal employment opportunity in hiring, promotion, and training activities.
- Assign and approve the work of Cadre Aides.
- Evaluate employee performance through the review of completed work.
- Conduct performance evaluations based on predetermined evaluation factors and objectives.
- Recommend disciplinary actions, up to and including dismissals for compliance with appropriate standards and rules.
- Review and approve leave and training requests. Review and approve timesheets of subordinate staff.
- Conduct staff meeting to communicate problem areas to staff and to obtain input from staff on how to resolve problems and meet program goals.
- Investigate and report all work place accidents/injuries/incidents to DMVA workers compensation coordinator in a timely manner and ensure that all necessary paperwork is completed.
- Attend training sessions to maintain personal skills and development and improve the military training and non-academic educational program, as required.

**Duty 2**

**General Summary:**

**Percentage: 25**

Conduct daily oversight of the supervision of cadets in the military training and non-academic education portion of the program to include eating, physical training, team building, hygiene, education and community service work projects. Meet regularly with the program coordinator and other management staff to develop, review, and or modify policies and procedure affecting the military training and or non-academic education phases.

**Individual tasks related to the duty:**

- Monitor cadet behavior per National Guard Bureau (NGB) and MYCA guidelines.
- Develop, implement, and monitor a system to ensure each cadet's program and progress is reviewed weekly to ensure appropriate placement in the community after graduation.
- Give verbal instructions to cadets in accordance with MYCA standard operating procedures and policy guidelines. Ensure cadet compliance.
- Lead and participate in physical fitness training and ensure all assigned cadets are participating in activities.
- Provide senior leadership/supervisors with written evaluations of cadet performance as well as incident/intervention reports.
- Provide continual supervision of cadets between activities and locations, i.e. barracks, physical training areas, work sites, and medical clinic.
- Under the supervision of a licensed nurse, dispenses medications to cadets.
- Be on-call for situations that arise outside the scope of normal operations

**Duty 3**

**General Summary:**

**Percentage: 10**

Assure safety and security practices, policies and procedures are followed during all activities.

**Individual tasks related to the duty:**

- Provide first aid and investigates injury or illness complaints to determine need for medical services.
- Conducts safety briefing and risk assessment prior to all cadet activities.
- Records any safety violations or injuries and ensures prompt medical attention is given to cadets.
- Conduct search of persons or property, within jurisdictional limits, and in accordance with program regulations, as required.
- Follows up with cadets to ensure tasks are conducted in a safe and appropriate manner.
- Provide instruction with demonstration on the safe and proper use of tools and equipment.

**Duty 4**

**General Summary:**

**Percentage: 10**

Reinforce the development of appropriate behavioral expectations, goal setting, and task accomplishment through example, explanation, and demonstration. Provide cadets with a positive, firm, fair and consistent role model in accordance with the military model and protocols.

**Individual tasks related to the duty:**

- Gives or assigns tasks clearly and specifies expectations.
- Participate in appropriate counseling group instructions to assist presenters and cadets.

- Initiate corrective discipline and actions to assigned cadets. Corrective discipline can include push-ups, sit-ups, physical labor such as laundry duty and mowing lawns in accordance with program guidelines.
- Present an attitude of mutual respect using appropriate conduct and language including appropriate grooming and uniform standards.
- Form professional adult relationships through positive counseling activities.
- Apply military principles, practices, and standards while guiding and training cadets.
- Establish and maintain a mature interpersonal relationship with cadets and advise senior leadership of serious problems.
- Present and aid other staff during presentations at orientations, parental visits/meeting, and civic meetings.
- Apply knowledge of program and involvement as a cadre member to reinforce program materials during presentations.
- Answer questions clearly, using good communication skills.

#### **Duty 5**

##### **General Summary:**

**Percentage: 5**

Accompany and/or transports cadets to tours, special events, and education field trips.

##### **Individual tasks related to the duty:**

- Authorize off site visitations and/ or transportation runs of cadets assigned.
- Provide appropriate adult role model during public interaction or field trips or tours.
- Assist education leaders and presenters during specific presentations.
- Instruct cadets in appropriate social skills and behaviors.
- Transports to off-campus activities.
- Contact parents of cadets for informational purposes.

#### **Duty 6**

##### **General Summary:**

**Percentage: 5**

Perform other duties as assigned by administration.

##### **Individual tasks related to the duty:**

- Attend in-service training to enhance positive role modeling and counseling skills.
- Conduct public presentations, briefings, and meetings with parents, mentors and school districts to enhance program recruiting and public support.
- Make recommendations to operations department for changing daily training program for cadets.

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

Provide counseling of subordinate Cadre Aides, with an emphasis of timely corrections of procedure in accordance with MCP SOP's & Program Policies.

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

- Any training which may divert from a pre-approved training schedule.
- Recommending the discharge/ dismissal of MCA Cadre Aides and Cadets.
- Changing program policies in place by the MCA to modify cadet-learning experience.

#### **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.**

Lead and participate in military physical fitness, recreational activities, and military drill & ceremony. Rotating shifts and flex work require special physical effort. Requires participation in safe crisis management program to physically intervene with cadets who are exhibitors of aggressive behavior. Physical effort over standard office environment is required for 35% of the daily activities.

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.

| <u>NAME</u> | <u>CLASS TITLE</u>                   | <u>NAME</u> | <u>CLASS TITLE</u>                   |
|-------------|--------------------------------------|-------------|--------------------------------------|
|             | YOUTH CHALLNG ACAD<br>CADRE ADE-E    |             | YOUTH CHALLNG ACAD<br>CADRE ADE-E E6 |
|             | YOUTH CHALLNG ACAD<br>CADRE ADE-E E6 |             | YOUTH CHALLNG ACAD<br>CADRE ADE-E E6 |
|             | YOUTH CHALLNG ACAD<br>CADRE ADE-E E6 |             | YOUTH CHALLNG ACAD<br>CADRE ADE-E E6 |
|             | YOUTH CHALLNG ACAD<br>CADRE ADE-E E6 |             | YOUTH CHALLNG ACAD<br>CADRE ADE-E E6 |

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 - management developed PD.

23. What are the essential functions of this position?

This position serves as a first-line supervisor responsible for the work of subordinate Michigan Challenge Academy Cadre Aides in their performance of the care and training of Youth Challenge (YC) cadets and Job Challenge (JC) associates in the residential phase of Michigan Youth Challenge and Job Challenge programs. Work is performed under general supervision and requires thorough knowledge of the policies, procedures and regulations governing the Michigan Challenge programs, and supervisory techniques, personnel policies, and procedures. The employee works within general methods, procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations.

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

This PD is being updated for the first time since it was established in 2009 and will ensure it aligns with other Youth Challenge Academy Supervisors at the worksite. The essential duties of this position have not changed. The changes to this PD are to include responsibility for cadets at both the Youth Challenge and Job Challenge, rather than just the Youth Challenge.

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

The YCA is a 22-week intervention program for 16-19-year-old "at-risk" youth who have dropped out of high school. The program uses a basic training, military model approach with the objective of providing "at-risk" youth with a GED or high school credit education in a structured, residential environment. This position is required to provide the discipline, structure, military role model and supervision to ensure the success of these "at-risk" youth. This position supervises the work of lower level Michigan Challenge Program Academy Cadre Aides.

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:

**Youth Challenge Academy Supervisor 8**

Three years of military experience in a leadership role; or, two years of experience working in a residential or treatment setting including one year of military experience; or, two years of experience equivalent to a Youth Challenge Academy Cadre Aide E6; or, one year of experience equivalent to a Youth Challenge Academy Cadre Aide 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of military procedures, discipline, structure/culture. Knowledge of health, safety and first aid practices. Ability to supervise staff and cadets while maintaining a military atmosphere. Able to work flex work schedule, including evenings, weekends, and holidays. Knowledge of supervisory techniques and principles of labor management. Ability to understand labor contracts. This is not intended to be all-inclusive.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan Driver's License Willingness to submit to a Background Investigation.

**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.***

\_\_\_\_\_  
Appointing Authority

10/11/2022

\_\_\_\_\_  
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