

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

STATE POLICE SPECIALIST LIEUTENANT

JOB DESCRIPTION

Employees in this job are commissioned, enlisted officers of the Michigan Department of State Police, fully empowered to enforce the general criminal laws of the state. The employee's predominant function is serving in a specialized area of law enforcement that has been recognized by the agency and accepted by Civil Service as highly complex in nature and having significant impact on the Department's mission, or serving as an administrative assistant to an administrative official.

There are two classifications in this job.

Position Code Title – State Police Specialist Lieutenant

State Police Specialist Lieutenant 14

This is the first level and the employee reports organizationally to a managerial position.

Position Code Title – State Police Specialist First Lieutenant

State Police Specialist First Lieutenant 15

This is the second level and the employee reports organizationally to an administrative official or higher-level position.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides expert advice in an area of specialty to department management, outside entities, and/or the public.

Conducts investigations of the most sensitive nature on behalf of the State Police Director or other department executives.

Monitors departmental personnel activities to ensure compliance with policies and procedures.

Intercedes in cases of deviance from policies, and provides guidance to other professional and officers-in-charge, regardless of rank.

Administers programs of a specialized and highly technical nature, and serves as the state's agent in relations with other governmental entities.

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Represents the Director and serves as the department's advocate on issues of employee discipline, counseling, or misconduct.

Formulates and executes plans, procedures and priorities designed to improve departmental operations.

Conducts meetings and prepares written directives regarding the specialty area.

Performs related work as assigned.

May be required to perform the full range of law enforcement officer duties of a State Police Trooper.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws and their enforcement.

Considerable knowledge of the court system, court procedures and appropriate court decisions.

Considerable knowledge of the principles, methods, techniques and procedures used in the specialized area of work.

Considerable knowledge of departmental policies and procedures, and the ability to interpret them properly.

Considerable knowledge of the law enforcement communication system.

Considerable knowledge of the functions and procedures of other divisions.

Skill in meeting and communicating with others.

Ability to represent the department and its director in carrying out the assigned specialty area.

Ability to make decisions quickly and effectively while under stressful circumstances.

Ability to meet the public and gain the cooperation of others.

Ability to develop and maintain favorable relations with other governmental entities, the press, and the public.

Ability to provide effective testimony in administrative hearings and court.

Ability to perform all aspects of law enforcement work.

Working Conditions

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to be exposed to inclement weather conditions.

Employees may be required to work on a rotating shift.

Employees are required to be available for duty 24 hours a day, including holidays.

Employees may be subject to transfer on a temporary or permanent basis anywhere in the state.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of State Police.

Education

Possession of a high school diploma or GED Certificate and successful completion of the Michigan State Police Training Academy Recruit School.

Experience

State Police Specialist Lieutenant 14

Two years of experience as a sergeant in the Michigan State Police.

State Police Specialist First Lieutenant 15

One year of experience as a lieutenant or three years as a sergeant in the Michigan State Police.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

Absence of a criminal record of felony convictions which would prohibit the employee from receiving, possessing, and carrying a firearm.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

STPSPLLT

Job Code Description

State Police Specialist Lieutenant

Position Title

State Police Specialist Lieutenant

State Police Specialist First Lieutenant

Position Code

STPSPLT

STPSPFLT

Pay Schedule

NERE-272

NERE-273

ECP Group 2
Revised 7/1/06
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