

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

REGULATION MANAGER

JOB DESCRIPTION

Employees in this job direct Regulation Agents, Regulation Officers, or others involved in the education, investigation, and regulation of businesses, industries, professions, and other service providers governed by boards, laws, and acts.

The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Regulation Manager-2

Regulation Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title - Regulation Manager-3

Regulation Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Regulation Manager-4

Regulation Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence related to the work.

Directs the review of applications, registrations, reports or permits; determines if applications and documentation meet the requirements of the applicable act and its rules; and recommends approval or denial based on findings.

Provides technical assistance and advice to employees on a statewide basis and assists field staff with complicated violations of the laws.

Drafts rules, policy statements, and procedures for administration of the applicable act; prepares proposed legislation; and conducts hearings on proposed changes.

Follows up on complaints of violations of an act or law, evaluates violations, and determines corrective action to be taken.

Investigates possible violations of an act, law, licensing standard, rule, or regulation, and secures evidence for use in preparing reports and testifying at hearings.

Conducts on-site inspections and examines financial and other operating records to ensure compliance with an act or a set of laws.

Develops and advocates methods to detect and deter fraud.

Speaks publicly regarding the regulated field to interest groups; explains the act or laws to individuals or companies.

Collaborates with law enforcement agencies to develop investigative strategies for criminal prosecution in regulatory matters involving criminal activities.

Provides technical assistance to law enforcement and prosecutorial authorities as part of joint investigative efforts.

Determines if rate filings of companies are excessive, inadequate, or discriminatory; recommends approval or disapproval of rates; and determines if applied rates are in violation of filed rates.

Schedules and prepares agenda for and completes minutes of regulatory board meetings; keeps board informed of problems in the regulated department; recommends action to be taken; and serves as liaison between the board and the public.

May occasionally perform any task assigned to subordinate staff.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of administrative hearings procedures.

Knowledge of investigation and inspection techniques.

Knowledge of the laws, statutes, policies, and procedures related to the work and that regulate the assigned department.

Knowledge of legal terminology and what constitutes legal evidence.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of labor relations.

Knowledge of equal employment opportunity policies and procedures.
 Ability to instruct, direct, and evaluate employees.
 Ability to analyze and appraise facts and precedents in making management decisions.
 Ability to evaluate and interpret laws, rules, regulations, and evidence.
 Ability to draft proposed legislation, rules, policy statements, and procedures.
 Ability to prepare and maintain records related to the work.
 Ability to communicate effectively.
 Ability to maintain favorable public relations.

Working Conditions

Some jobs require travel.
 Some jobs require an employee to work in adversarial situations or a hostile work environment.

Physical Requirements

None

Education

Possession of a bachelor’s degree in any major.

Experience

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Four years of professional experience providing regulation and investigative services equivalent to a Regulation Agent or Regulation Officer, including two years equivalent to a Regulation Agent P11 or Regulation Officer P11, or one year equivalent to a Regulation Agent 12 or Regulation Officer 12.

Alternate Education and Experience

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Six years of experience in a law enforcement agency, corporate security setting, or the United States Armed Services providing investigative services as an investigator or sworn detective may be substituted for the experience and education.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
REGLTNMGR	REGULATION MANAGER	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Regulation Manager-2	REGUMGR2	NERE-182
Regulation Manager-3	REGUMGR3	NERE-186
Regulation Manager-4	REGUMGR4	NERE-188

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