

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

REGULATION OFFICER

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to educate and regulate businesses, industries, professions, or other service providers governed by regulatory boards with respect to state laws and acts.

There are five classifications in this job.

Position Code Title - Regulation Officer Trainee-E

Regulation Officer (Departmental Trainee) 9

This is the entry level. As a departmental trainee, the employee carries out a range of professional regulation officer assignments while learning the methods of the work.

Position Code Title - Regulation Officer-E

Regulation Officer 9

This is the entry level. As a college trainee, the employee carries out a range of professional regulation officer assignments while learning the methods of the work.

Regulation Officer 10

This is the intermediate level. The employee performs an expanding range of professional regulation officer assignments in a developing capacity.

Regulation Officer P11

This is the experienced level. The employee performs a full range of professional regulation officer assignments in a full functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Regulation Officer-A

Regulation Officer 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

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

Reviews applications for licenses, registrations or permits; determines these applications and documentation meet the requirements of the applicable act and its rules; recommends approval or denial based on findings.

Drafts rules, policy statements, and procedures for administration of the applicable act and prepares proposed legislation; conducts public hearings on proposed changes, and performs related work on behalf of applicable boards.

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

Investigates possible violations of an act or a law; secures evidence for use in preparing reports, testifying at hearings, etc.

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

Delivers public speeches to interest groups regarding the regulated field.

Interprets acts or laws to individuals or companies considering entering the regulated field.

Responds to inquiries from the public regarding possible violations or applications of law.

Maintains knowledge and documentation of laws and regulations applicable to the regulated work areas.

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

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Regulation Officer 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Regulation Officer 12 (Senior Worker)

Performs on a regular basis professional regulation officer assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of the regulatory field to which assigned.

Knowledge of the act(s) or law(s) that regulate the assigned field.

Knowledge of administrative hearings procedures.

Knowledge of investigation and inspection techniques.

Knowledge of legal terminology and what constitutes legal evidence.

Knowledge of legislative processes.

Ability to evaluate, interpret, and/or apply laws, rules, and regulations, to the work.

Ability to draft legislation, rules, policy statements, and procedures applicable to the regulated field.

Ability to conduct investigations, interview suspected violators, and obtain evidence regarding violations of the regulated activity.

Ability to mediate disputes.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Regulation Officer 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require travel.

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

Regulation Officer 9

No specific type or amount is required.

Regulation Officer 10

One year of experience providing professional regulation officer services equivalent to a Regulation Officer in state service.

Regulation Officer P11

Two years of experience providing professional regulation officer services equivalent to a Regulation Officer in state service, including one year equivalent to an intermediate level Regulation Officer.

Regulation Officer 12

Three years of experience providing professional regulation officer services equivalent to a Regulation Officer in state service, including one year equivalent to an experienced level Regulation Officer.

Alternate Education and Experience

Regulation Officer 9 - 12

Two years of experience providing investigative services in a law enforcement agency, corporate security setting, or the United States Armed Services, equivalent to a State Police Detective Sergeant may be substituted for the experience and education required at the entry level; three years of such experience may be substituted at the intermediate level; four years of such experience may be substituted at the experienced level, and five years of such experience may be substituted at the advanced level.

Regulation Officer (Departmental Trainee) 9

Educational level typically acquired through completion of high school and four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Educational level typically acquired through completion of high school and two years of experience as an E9-, E10-, or E11-level worker in a technician or paraprofessional ECP Group One classification.

OR

Educational level typically acquired through completion of high school and one year of experience as a supervisor in an ECP Group Three classification.

Special Requirements, Licenses, and Certifications

Certain positions in the Regulation Officer classification may be assigned subclass codes. Individuals appointed to positions that are subclass coded must possess the required specialized experience, training, or license. Subclass code definitions and requirements are published.

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

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

REGLTNOFR

Job Code Description

REGULATION OFFICER

Position Title

Regulation Officer Trainee-E

Regulation Officer-E

Regulation Officer-A

Position Code

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Pay Schedule

NERE-002P

NERE-174

NERE-180

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08/17/2014