



Job Posting

Posting & Application Period:
November 14 to 29, 2016 (by 5:00 pm)

Ombudsman Analyst Assistant

DEPARTMENT & DIVISION: Legislative Corrections Ombudsman Office

STATUS: Full-Time

HOURS: 37.5 hours per week; 8:30 am to 5:00 pm, Monday – Friday

MINIMUM PAY RATE: \$18.46 per hour | \$36,135 annually (Pay Range E on Legislative Council Salary Schedule)

JOB LOCATION: Boji Tower–4th Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

Following established guidelines and procedures, the employee in this position conducts preliminary research and response relating to the administrative actions, policies and procedures of the Michigan Department of Corrections (MDOC). The Ombudsman Assistant will analyze complaints, identify applicable policy and statutory provisions related to them, contact the MDOC for additional information, respond to complainants with appropriate information, and/or work in cooperation with an analyst on systemic complaints and policy violations to recommend corrective action. Additional responsibilities include preparation of written responses and maintenance of electronic databases. Occasional travel statewide to various correctional facilities may be required to interview prisoners. Duties are performed under the general supervision of the Chief Analyst, and the Legislative Corrections Ombudsman.

MINIMUM QUALIFICATIONS

- Bachelor's degree in social sciences or related area required.
- Excellent interpersonal and organizational skills required.
- Excellent research and writing skills required.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following two items as separate attachments in their online application in order to be considered: 1) cover letter outlining interest and qualifications, and 2) resume. **The deadline to apply is 5:00 pm on Tuesday, November 29, 2016.**

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Corrections Ombudsman Office (LCO) is part of the Legislative Council. The LCO is a nonpartisan legislative agency responsible for investigating complaints regarding the state prison system filed with LCO by Legislators, prisoners, family members and MDOC staff that are alleged to be a violation of state law or Michigan Department of Corrections (MDOC) policy, a significant health or safety issue, and other matters for which there is no effective administrative remedy.

This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. All employees must be non-partisan.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.