



# Job Posting

Posting & Application Period:  
May 31 – June 14, 2023 (by 5:00 pm)

## Ombudsman Analyst

**DEPARTMENT:** Legislative Corrections Ombudsman Office  
**STATUS & HOURS:** Full-Time | 37.5 hours per week; 8:30 am to 5:00 pm, Monday–Friday  
**MINIMUM PAY RATE:** \$23.94 per hour | \$46,862 annually (Pay Range G on Legislative Council Salary Schedule)  
**JOB LOCATION:** Boji Tower–4th Floor, 124 W. Allegan Street, Lansing, MI

### GENERAL DESCRIPTION OF JOB DUTIES

The Legislative Corrections Ombudsman Office (LCO) is non-partisan legislative agency that investigates complaints from prisoners and legislators regarding the administrative actions of the Michigan Department of Corrections (MDOC) that are alleged to be contrary to department policy, procedure, or state law.

The Ombudsman Analyst conducts comprehensive investigations of complaints. The analyst gathers evidence and information, conducts the necessary research to analyze issues and complaints, makes recommendations, and executes response. Prepares written reports, maintains electronic databases, and responds to daily telephone calls. Periodic statewide travel to correctional facilities to interview prisoners or MDOC staff is required. Duties are performed under the general supervision of the Legislative Corrections Ombudsman.

### MINIMUM QUALIFICATIONS

Bachelor's degree in social sciences field or related area. Relevant internships will be considered. Excellent research, writing, and analytical skills required. Strong interpersonal and organizational skills required. Must be able to handle stressful situations, conduct work in a prison environment, and be able to travel to correctional facilities throughout the state. Candidate must possess a high level of initiative, be self-motivated and able to work independently, exhibit excellent problem-solving skills, and demonstrate the ability to make objective decisions. Equivalent combination of education and experience acceptable.

### HOW TO APPLY

Online applications only are being accepted through the State's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. For full consideration, candidates must include the following additional items in their online application: 1) Cover letter, 2) Resume, and 3) Copy of college transcripts.

**The deadline to apply is 5:00 pm on Wednesday, June 14, 2023.**

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at [HumanResources@legislature.mi.gov](mailto:HumanResources@legislature.mi.gov) or call 517-373-9643.

### ADDITIONAL REQUIREMENTS AND INFORMATION

A criminal history background check will be conducted. Candidates are required to possess Michigan driver's license; some overnight travel is required. Employees must be willing and able to work overtime during rare emergency situations.

The Legislative Council is a nonpartisan, legislative information, and service agency. All employees are unclassified, at will employees, except for Print Shop union members. Council employees are required to maintain confidentiality and be non-partisan.

The Legislative Council only accepts resumes 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, handicap, gender identity or expression, sexual orientation, and other categories or groups protected by law. If an accommodation is needed during the application process, contact the LSB Human Resources Office.

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