

FJA-1 Functional Job Analysis STATE OF MAINE - BUREAU OF HUMAN RESOURCES	POSITION NUMBER (Leave Blank) <i>All position numbers listed on memo</i>
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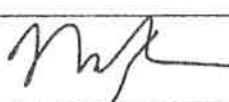
TO BE COMPLETED BY DIRECTOR, BUREAU OF HUMAN RESOURCES

TYPE OF POSITION: ☒ CLASSIFIED ☐ UNCLASSIFIED

ASSIGNED CLASS TITLE and if applicable, WORKING TITLE State Police Lieutenant	ASSIGNED RANGE 29
SIGNATURE OF DIRECTOR, BUREAU OF HUMAN RESOURCES <i>J. Thaddeus Cotnoir</i>	DATE 03/28/2024

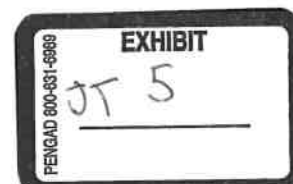
TO BE COMPLETED BY EMPLOYEE OR AGENCY PERSONNEL UNIT

TYPE OF REQUEST <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> RECLASSIFICATION <input checked="" type="checkbox"/> RANGE CHANGE <input type="checkbox"/> NEW CLASSIFICATION		TYPE OF POSITION <input checked="" type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED (include statutory reference)	
EMPLOYEE NAME		LOCATION OF POSITION	TELEPHONE NO.
PRESENT TITLE	RANGE	NAME OF SUPERVISOR	TELEPHONE NO.
STATE POLICE LIEUTENANT			
DEPARTMENT		BUREAU/DIVISION	
DEPARTMENT OF PUBLIC SAFETY		STATE POLICE	
I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.			
SIGNATURE OF INCUMBENT			DATE
SIGNATURE OF IMMEDIATE SUPERVISOR			DATE
SIGNATURE OF AGENCY PERSONNEL DESIGNATE <i>Major Lucas W. Hare</i>			DATE 03/13/2024

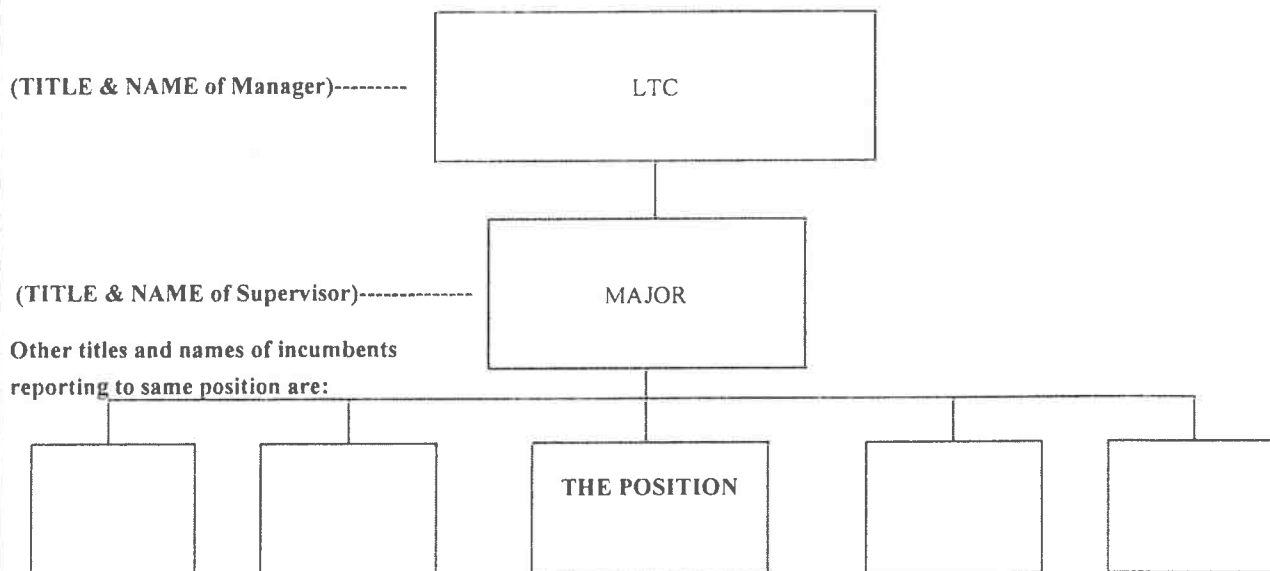
<i>My signature below does not imply that I agree that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. My signature only certifies that I approve this document for processing.</i>	
SIGNATURE OF AGENCY COMMISSIONER 	DATE 03/13/2024

Signatures of the IMMEDIATE SUPERVISOR, AGENCY PERSONNEL DESIGNATE, and AGENCY COMMISSIONER must be present before submission to BHR. In the event the Immediate Supervisor and/or other certifying officials disagree with the content of the FJA-1 and agreement cannot be reached with the incumbent, a memo specifying the differences must accompany the FJA-1.

Document Revision History
 05/17 Revised Document



1. Complete the wire diagram to show **THE POSITION** within the organizational structure OR attach the Department's current Organizational Chart.



2. Who does **THE POSITION** supervise (list titles and position numbers.) and what responsibilities are delegated by **THE POSITION** listed to the positions supervised?

This position supervises Sergeants, Corporals, Detectives, Troopers, civilian supervisors and other assigned civilian analysts, office associates, inspectors and similar positions

3. Primary purpose of **THE POSITION** (Why does it exist?)

This is a supervisory, investigative, and protective services work involving the enforcement of Maine State laws and the maintenance of the public's safety and security as a member of the Maine State Police. Responsibilities include directing the day-to-day operations of an assigned group of officers and/or employees or a specialized police activity. An employee in this class plans, assigns, and directs the daily activities of assigned personnel, implements agency goals and objectives, and may be assigned temporary direction of a troop. The position is responsible for quality control and the supervision of all activities and criminal investigations assigned to subordinates. Responsible for active participation in support of the overall administration and organization of the Unit, to include investigative oversight, long range strategic planning, special project planning, grant management, goal and objective development specific to the unit and the development and deployment of strategic and tactical plans. Work is performed under limited supervision.

4. List the types of decisions **THE POSITION** has authority to make.

- A Lieutenant has all the authority and responsibility of subordinate ranks, to include but not limited to Sergeant and Corporal.
- Participate in the managing of grant funds
- Plans, organizes, assigns, and oversees the work of subordinate State Police Staff, including but not limited to, Sergeants, Corporals, Detectives, Specialists, and civilian staff to ensure unit responsibilities are met and are consistent with technical policies and procedures.
- Implements and complies with human resource laws, policies, and practices such as recruitment, employment, position classification, performance evaluations, training, contract administration, human resource components of security protocols of agency information and security and confidentiality policies and employee safety.
- Provides testimony to legislature as subject matter expert.
- Manage state facilities and maintenance contracts.

5. In your own words, list knowledge and abilities essential to THE POSITION.

- Knowledge of the laws, rules and regulations applicable to and enforced by the Maine State Police.
- Knowledge of State Police operations and standard operating procedures.
- Knowledge of applicable union contracts and grievance procedures.
- Knowledge of state-of-the-art law enforcement, investigation and inspection methods, procedures and techniques.
- Knowledge of Department's mission, goals and objectives and organizational structure.
- Knowledge of computer and other digital technologies and related crime to include; fraud, theft, criminal mischief and child pornography.
- Knowledge of ADA, social injustice issues, child abuse and domestic violence mandates and civil rights issues.
- Knowledge of supervisory and managerial methods and techniques.
- Ability to employ a wide variety of law enforcement methods and techniques in resolving complex and sensitive criminal, civil, and social disputes.
- Ability to work under stressful conditions.
- Ability to work irregular hours.
- Ability to plan, organize, direct, oversee, and evaluate the activities of a State Police Troop or specialized unit.
- Ability to analyze situations and facts, reach logical conclusions, and make sound decisions.
- Ability to train, supervise, evaluate, and discipline subordinates.
- Ability to determine manpower, budgetary, equipment, and material needs.
- Ability to establish and maintain effective working relationships.
- Ability to interpret and explain complex written material.
- Ability to prepare cases, present evidence, and testify in court.
- Ability to use applicable technology to include computer/computer programs.
- Ability to use standard office equipment as well as, cruiser, emergency lights/siren, firearm, handcuffs, O.C. spray, police radio, camera, spike-mats and other law enforcement equipment.
- Ability to oversee all employees that are engaged in all phases of procurement of State Police Assets to include grant funds. (Supply, Fleet and MCSAP funded purchases.
- Ability to test, evaluate, select, procure and deploy all types of equipment, uniforms and vehicles.
- Ability to write grant applications and perform statistical analysis to obtain federal funding to meet the mission of the agency.
- Ability to craft policy for given areas of expertise.
- Ability to manage large statewide projects with multiple stake holders.
- Ability to engage vendors to negotiate/broker deals, write PJFs, red line contracts, determine suitability of goods and settle debts.
- Ability to travel throughout the country and at times Canada to represent our agencies at the national level.
- Ability to attend, chair or co-chair numerous committees and working groups related to the mission.
- Ability to conduct media press releases at critical incidents, significant events, car crashes, special campaigns, etc.
- Ability to coordinate and secure 3.8 million in COPS loan funding based on forecasting of departmental needs with regard to fleet.
- Knowledge of Title 5 to include the Administrative Procedures Act, Civil Hearing procedures, following Robert's Rule of order.
- Knowledge courtroom procedures to include presenting cases, calling witnesses, and directing evidence submission during a trial, as well as objecting when appropriate to testimony, evidence, witness statements and the like by the defendant based on Rule 80F.
- Knowledge of plea-bargaining tactics and other remedies alternative to adjudications of an offense, to include community service, diversions or deferred dispositions.
- Knowledge and ability to create bid specifications and solicitations to include justification for vendor awards/contracts.
- Knowledge of State of Maine procurement policies and processes, then reconciling numerous transactions to include appropriate coding to ensure proper funding.
- Knowledge of legislative procedures and the ability to testify at Public Hearings and Work sessions representing the Department of Public Safety and the Maine State Police on all types of matters that affect all aspects of our agency. This includes policy recommendations and at times policy decisions on the fly when time doesn't allow for proper vetting.
- Knowledge of Commercial Vehicle Safety Alliance (CVSA) state agreements, rules, regulations, and operational policies and proper application of such policies in relation to State law and Federal rules.
- Ability to navigate a federal audit process of MCSAP or other grants and respond in a timely and appropriate manner.
- Knowledge of Pipeline and Hazardous Materials Safety Administration (PHMSA) rules and procedures and be the State lead contact. Knowledge of the Motor Carrier Safety Assistance Program (MCSAP) and be the State lead contact.
- Ability to maintain working relationships with outside vendors integrated into the MCSAP program.
- Knowledge of 28 CFR part 23.

- Knowledge of technical operations, e.g., working knowledge of forensic science and best practices, master agreements, contracts, grant processes and required reporting, and financial reconciliations.
- Ability to supervise civilian forensic scientists in the Department's Support Services units.
- Ability to author press and media releases for the public that do not jeopardize investigation integrity.
- Ability to establish and maintain effective working relationships with other LE Agencies, District Attorneys, OCME, and AG's office as well as federal, county and local partners.
- Ability to establish and maintain effective working relationships with non-government organizations and social service agencies dealing with mental health, substance use disorder and other social service issues.
- Ability to manage civilian and subject matter expert employees.
- Ability to manage in a telework or hybrid work schedule environment.
- Ability to manage multi-million-dollar budgets.
- Knowledge of high-level human resources practices, rules and procedures.
- Knowledge of Federal Grants, procedures, rules and practices.
- Knowledge of intelligence standards and intelligence writing tradecraft standards.
- Knowledge of handling classified national security information.
- Knowledge of requirements of Fusion Centers as outlined by the National Fusion Association Network and the Department of Homeland Security.
- Knowledge of federal law as it relates to the sharing and dissemination of terrorism related information.
- Knowledge of emerging technologies and potential privacy/civil liberty issues.
- Ability to supervise the creation of an annual State of Maine Threat Assessment.
- Ability to supervise a large number of individuals with different backgrounds from various partner agencies.
- Ability to complete all homeland security grant program requirements to maintain compliance with grant requirements and to perform task analysis to include crime trends and crash data, interpret the results and formulate plans to address.
- Ability to conduct required audits of the MIAC in consultation with the MIAC Privacy Officer every year and to develop an annual report for the MIAC activities to be presented to the Maine Legislature.
- Knowledge of State purchasing guidelines and acceptable credit card use.
- Knowledge of Advantage ME and billing practices.
- Knowledge of building systems and maintenance schedules, property management to protect the State's property and interests.
- Knowledge of MSTA contract and applicable procedures for employee rights as it pertains to investigations.
- Ability to conduct preliminary investigations into allegations of officer misconduct/violation of policy.
- Ability to chair various boards and committees to advance the mission of the State Police
- (Shoot review, use of force review, DV panels, local community boards and committees)
- Knowledge of Incident Command (ICS) and ability to employ ICS in large- or small-scale incidents.
- Ability to pre plan for large scale or large crowd events.
- Knowledge and practice of the AG Death Protocol process and procedures for deaths, including drug overdoses, unattended deaths, homicides, child homicides, missing persons.
- Ability to oversee all employees that are engaged in all phases of procurement of State Police Assets to include grant funds. (Supply, Fleet and MCSAP funded purchases).
- Ability to test, evaluate, select, procure and deploy all types of equipment, uniforms and vehicles.
- Ability to write grant applications and perform statistical analysis to obtain federal funding to meet the mission of the agency.
- Ability to craft, teach and implement policy for given areas of expertise.
- Ability to manage large statewide projects with multiple stake holders.
- Ability to engage vendors to negotiate/broker deals, write PJFs, red line contracts, determine suitability of goods.
- Ability to manage civilian and subject matter expert employees.
- Knowledge of Incident Command structure.
- Knowledge of Traffic Incident Management and crash mitigation strategies and ability to lecture/train others at the MCJA.
- Knowledge of Rule Making pursuant to Title 5 including creating the rules, public hearing and comment periods.
- Knowledge of Title 16 and Title 1 relating to FOIA and FOIA requests and the releasing of records.
- Knowledge of the Federal Motor Vehicle Safety Standards and Federal Motor Carrier Safety Regulations.
- Knowledge of applicable FAA regulations regarding small aircraft and UAVs (part 107).
- Knowledge of digital technology, procurement processes and techniques, analysis, conclusions, and information available through cellular and other electronic mediums as it relates to investigations.

6. Amount of dollars for which THE POSITION is directly accountable.		DOLLAR IMPACT
		\$
7. Justification for request; identify changes to THE POSITION and/or reason(s) for the request.		
8. Requested Job Classification Code, Title, and Range (if known).		
9. In your own words, list THE POSITION responsibilities		
Task #	Task	
Example 1	Develops project proposals using state and federal guidelines in order to obtain funding for the agency.	
	<ul style="list-style-type: none"> • Performs all functions identified in the State Police Sergeant, Corporal and Trooper classifications. • Plans, organizes, directs, oversees, and evaluates operations and activities of assigned troop or specialized unit/function in order to ensure impartial and consistent law enforcement and the • Develops and maintains effective working relationships within the State Police and with other Department, Local, State, County, Tribal, Federal agencies, as well as other public and private partners and the public in order to facilitate cooperation and coordination and enhance the Bureau's effectiveness. • Assumes command during critical incidents such as labor strikes, riots, natural/terrorist disasters, plane crashes, crime scenes, and international border disputes in order to maintain and protect public health, safety, and security. • Prepares and submits reports of work, and reviews, analyzes, and forwards reports and other written material submitted by assigned personnel in order to keep superiors informed and ensure established standards are met. • Participates in State Police management decisions and conducts special State Police operations, policy development, and assigned projects in order to provide input to the decision-making process. 	

- Evaluates and discusses work performance with assigned personnel and civilian employees; and reviews ratings of personnel in order to identify individual strength and weaknesses, determine training needs and make personnel recommendations. Coaches, counsels, models behavior and mentors subordinates.
- Trains and/or oversees the training of State Police personnel in order to ensure personnel meet established performance standards.
- Studies and explains applicable laws, Department policies, general orders, and procedures; and recommends changes when appropriate in order to provide consistent interpretation and meet changing needs.
- Directs, monitors, and evaluates the use and maintenance of troop/units equipment and supplies in order to conserve resources, promote safety and reliability, and ensure availability when required.
- Evaluates manpower, equipment, and material needs of the troop/unit in order to make budget and operational planning recommendations to management.
- Speaks to interested groups and the public on appropriate law enforcement subjects in order to promote agency goals and objectives.
- Analyzes an array of statistical data, trends, and projections; develops new programs to include protecting the elderly, developing safe schools, securing public safety and security and organizing community meetings in order to prepare programs consistent with the changing needs of society.
- Implements and complies with human resource laws, policies, procedures, and practices such as: AA/EEO, recruitment, employment, position classifications, performance appraisals, training, discipline, contract administration, human resource components of security protocols of agency information security and confidentiality policies, and employee safety.
- Writes and administers grants to obtain and maintain funding for specialized programs.
- Formulates proposed agency positions on legislative bills and upon administrative approval testifies to agency positions at the legislature.
- Create policy and formulate strategic and tactical plans in support of Bureau goals and objectives.
- Makes unit-level policy decisions related to changing statutory and regulatory environments.

	<ul style="list-style-type: none"> • Makes decisions on remedial actions to be taken in response to identified deficiencies. • Represent the State Police in various forums, committees and roles on various topics including policy, technology, and project matters. • Participates in or conducts required audits. • Supervises and manages staff in an effort to monitor stress as they relate to mental health and the general health and well-being. • Works as an extension / investigative arm of the Medical Examiner's office and Attorney General's office when called upon to do so. • Writes hiring freeze exemption justifications, writes job descriptions, screens applicants, conducts interviews, makes employee selection with approval of Central Command, writes justification letter, writes non-select letters, works with BHR to negotiate salary and then hires employee. Then equip, train and create policies for civilian staff. • Sits on Screening Committee that selects the movement of all sworn candidates into the final phases of employment. Applicants that don't get approved by the screening committee don't get interviewed or potentially hired by Central Command. This includes a full review of the applicant's background packet to include confidential information obtained through the investigation and Polygraph. • Serves as statewide OD on weekends, this includes acting on behalf of the Colonel, Lt. Colonel. and both Majors in their absence. • Serves as the Colonel's designee for all Motor Vehicle Inspection related issues, including the approval and issuance and suspensions of station and technician's licenses. Regulates the motor vehicle inspection industry of over 2,700 inspection stations and 8,000 technicians. Creates, amends, interprets, and enforces the rules contained within the Maine Motor Vehicle Inspection Manual, adopted pursuant to applicable law (Title 29-A section 1769). Also approves and issues medical tint waivers. • Determines if an individual meets the good moral character requirements to obtain a concealed weapons permit and/or a private investigator's license. • Creates lesson plans and instructs at the Academy in areas of expertise. • Represents the Department at legislative hearings and work sessions. • Prepares and submits required legislative reports. • Dealing with dangerous drugs at scenes • Dealing with dangerous biological diseases at scenes • Social media and the keeping up with the processes for search warrants when investigating homicides, suspicious deaths, child abuse. • Compile and produce complex budgets. • Produce and process complex procurement documents. • Work with vendors to negotiate pricing and contract terms. • Serve as Director of a Forensic Laboratory. • Research, test and acquire forensic equipment, tools, licenses and training for civilian lab and sworn staff. • Works closely with advisory board to administer policy and to develop best practices. • Works closely with private sector partners to develop action plans and to share relevant threat information. • Meets regularly with Fusion Center Directors and Deputy Directors within the United States and Territories as a member of the National Fusion Center Association. • Represents the Maine State Police within the National Fusion Center Association. • Represents the Maine State Police on various boards and committees. • Works closely with the Maine Emergency Management Agency in the operation of the Maine Information and Analysis Center. • Reviews audits and presents findings to the Maine Information and Analysis Center Advisory Board. • Prepares a written annual report to be presented to the Maine Legislature. • Works closely with County Level Emergency Management Agency Directors and Deputy Directors to foster a positive relationship with Maine's critical infrastructure community. • Develops and administers contracts with private vendors to secure services for the Maine State Police. • Develops policies and procedures to ensure compliance with State, Federal, and local rules, regulations, and laws. • Develop a budget for grant procurement. • Negotiates and manages resource coordination agreements with county sheriffs in their Troop. 	
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