

**FJA-1**  
*(Functional Job Analysis)*

**TEAR-OFF COVER SHEET**  
**(Do Not print this document double sided.)**

In order to properly track the process of reclassification requests submitted by employees, it is necessary to complete this tear-off cover sheet and submit it **directly** to the Bureau of Human Resources at the time the FJA-1 is submitted to the supervisor for their signature.

The names, titles, and dates entered on this sheet should be the **same** as the corresponding information on page 1 of this FJA-1 form.

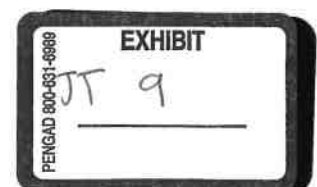
***Only the tear-off cover sheet should be submitted directly to the Bureau of Human Resources; the remainder of the FJA-1 should be processed through the Agency's Personnel Office.***

<i>(Employee's name - please type or print legibly)</i>	<i>(Title)</i>	<i>(Date submitted to supervisor)</i>

<i>(Supervisor's name - please type or print legibly)</i>	<i>(Title)</i>

\_\_\_\_\_  
*(Employee's signature)*

**BUREAU OF HUMAN RESOURCES**  
**#4 STATE HOUSE STATION**  
**AUGUSTA, ME 04333-0004**



<b>FJA-1</b> <b>Functional Job Analysis</b> <b>STATE OF MAINE - BUREAU OF HUMAN RESOURCES</b>	<b>POSITION NUMBER</b> (Leave Blank) 7003-06500-4001
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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	ASSIGNED RANGE
SIGNATURE OF DIRECTOR, BUREAU OF HUMAN RESOURCES	DATE

**TO BE COMPLETED BY EMPLOYEE OR AGENCY PERSONNEL UNIT**

TYPE OF REQUEST <input type="checkbox"/> NEW POSITION <input type="checkbox"/> RECLASSIFICATION <input checked="" type="checkbox"/> RANGE CHANGE <input type="checkbox"/> NEW CLASSIFICATION		TYPE OF POSITION <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED (include statutory reference)	
EMPLOYEE NAME		LOCATION OF POSITION	TELEPHONE NO.
Jeffrey Love		Augusta	207-624-7291
PRESENT TITLE	RANGE	NAME OF SUPERVISOR	TELEPHONE NO.
State Police Captain (confidential)	29	Lt. Col Brian P. Scott	207-624-7200
DEPARTMENT		BUREAU/DIVISION	
Public Safety		State Police - OPS	

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>Lt. Col. Brian P. Scott</i>	DATE 4/5/2024

*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.*

SIGNATURE OF AGENCY COMMISSIONER <i>Derek A Gornseau</i>	DATE 4/5/2024
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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.

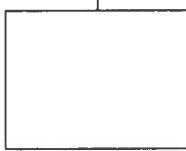
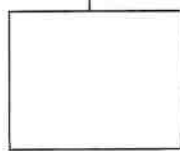
(TITLE & NAME of Manager)-----

Col. William G. Ross

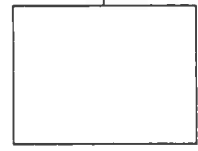
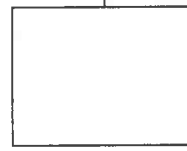
(TITLE & NAME of Supervisor)-----

Lt. Col. Brian P. Scott

Other titles and names of incumbents  
reporting to same position are:



**THE POSITION**  
Captain Jeffrey  
Love



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

Christopher Tupper- Sergeant, Office of Professional Standards  
Rachel Lacoste – Office Associate II, Office of Professional Standards  
Sworn members of the department during Office of Professional Standards investigations regarding any complaints made against a sworn member of the agency. This includes both external and internal complaints.

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

The State Police Professional Standards Captain exists to manage and investigate (or direct the investigations) of all allegations of misconduct lodged against members of the Bureau under the direction of the Lt. Col. and or Colonel. The Captain manages grievances filed under the collective bargaining agreement between the State and MSTA and MSEA when appropriate. The Captain either writes or ensures that personnel investigations are properly documented, as well as archiving commendatory letters and outside employment requests. The Captain is responsible for the selection and implementation of a database for the Unit and agencies' use. The Captain is responsible for the maintenance and updating of a database that is the repository for all Use of Force Reports, Cruiser Crashes, High Speed Chases amongst other types of calls that provides an early intervention program that is administered by the OPS staff. The Captain also directs or engages in performing random audits of report writing, investigations, evidence handling, etc., ensuring appropriate policy is followed.

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

- The Position exists to manage the overall operations of the Unit, including case investigation, grievance processing, and oversight of all disciplinary matters. The Position makes recommendations relative to; and advises the State Police Command staff on disciplinary matters and assists the chief and Deputy Chief with contract administration. The Position represents management during collective bargaining-services on joint committees.
- The position has the discretion and authority to guide supervisors through personnel investigations and to aid them with performance management of their subordinates.
- This Captain has the authority to make all of the same decisions of a Trooper, Specialist, Specialist Corporal, a Corporal, Detective Corporal, along with non-confidential and confidential Sergeants and Lieutenants.
- Prioritize ongoing Investigations
- Determines the direction of an investigation, what evidence needs collection, who needs to be interviews and etc.
- Decides whether to refer a minor complaint back to a Troop or Unit for performance management or to consult with the Lt. Col. and or Colonel regarding placing a member under investigation for more serious complaints.

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

- Knowledge and abilities of all subordinate positions to include confidential and non-confidential Sergeants and Lieutenant positions
- Ability to prepare reports for the Chief and Deputy chief.
- Ability to decide the priority of the caseload for the Office Associate II (OA-II)
- Ability to conduct audits on Quality Control regarding report writing and following policy etc.
- Ability to analyze case statistics to assist the administration with personnel decisions and training initiatives.
- Ability to develop and coordinate remedial training when appropriate (i.e. professional boundary training, professional communication training and performance management training.)
- Ability to review policy and recommend updates when appropriate. This unit also assists in writing policy.
- Ability to track use of force reporting and provide an annual report to command staff and the academy.
- Ability to track excessive use of force complaints and provide statistical data related to dispositions and biographical information. Ability to - monitor and manage MSP's Early Intervention System. Tracks trends or patterns and notifies command staff and commanders if there appears to be an issue and recommends appropriate action. (Performance Review, EAP, etc.)
- Ability to fulfill MSP's Giglio Reporting Requirements. Identifies and tracks, informs prosecutorial units, and provides training on the requirements of Giglio.
- Ability to provide training annually to recruits, Trooper, Specialists, Specialist Corporals, Corporals, Detective Corporals, Sergeants and Lieutenants on administrative investigations, contract guidelines and performance management.
- Ability to monitor social media for policy violations.
- Ability to respond to FOIA requests and comply with relevant personnel records requests.
- Ability to track MSP lawsuits.
- Ability to investigate all complaints reported against any member of the Maine State Police, along with MSTA/MSEA and with impartiality, and to provide those findings to the Chief and Deputy Chief for potential disciplinary action.
- Ability to interview any witnesses involved in all complaints filed, either face to face, online or telephonically.
- Ability to plan, organize, direct and evaluate the operations of the Unit.
- Ability to train, supervise, evaluate, and discipline subordinates.
- Ability to use a software program (IA PRO and Blue Team) that tracks certain high-risk calls to utilize an early intervention program and to work with Troop and Unit Commanders regarding the early intervention program
- Knowledge of laws, rules and regulations applicable to, and enforced by the Maine State Police.
- Knowledge of State Police operations and standard operating procedures, and core values.
- Knowledge of DPS and Bureau mission, goals objectives and organizational structures.
- Knowledge of law enforcement investigation methods, procedures and techniques.
- Knowledge of ability to administer grievance processes relative to MSTA and MSEA collective bargaining agreements.
- Knowledge of collective bargaining process.
- Knowledge of various aspects of personnel administration, labor law and due process.
- Knowledge of the Loudermill Hearing Process
- Knowledge of digital recording devices, camera and phones. How to review and extract information.
- Knowledge of "Garrity" and its use and implications in interviews with employees who are the target of the investigation
- Knowledge of Brady / Giglio information and its impact on the members and the agency
- Knowledge of long-term strategic planning principles
- Knowledge of state laws and departmental policy regarding the confidentiality and dissemination of personnel records
- Knowledge of the process and legal requirement to provide reports of misconduct to the Maine Criminal Justice Academy

**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.**

The State Police Confidential Captain position was changed from a Confidential Lieutenant in 2022, but that position had not been reclassified since 2001. There have been several changes to the requirements of this classification, and it should be reevaluated based on these changes.

**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.	
	<p>Plans, organizes, directs and oversees the activities and responsibilities of the Unit. Review all allegations of misconduct and assign for investigation based upon nature of complaint. Ensures that allegations of misconduct are investigated pursuant to the applicable collective bargaining agreement after careful evaluation. Ensures that the efforts of the Unit are focused upon the attainment of the Unit's goals and objectives as established by the Administration in General Order 52A. Trains all relevant personnel on administrative investigation procedures, Brady / Giglio requirements and identifies or develops remedial training.</p> <p>Schedules and conducts interviews with complainants, witnesses, employees. Gathers and evaluates other evidence as necessary. Corresponds with complainants regarding outcome of investigations. Investigates allegations of misconduct involving sworn and unsworn personnel including superior officers. Prepare written reports for case presentation to the Colonel and Lt. Colonel. Maintain the integrity of the unit database for accuracy and content.</p> <p>Briefs Deputy Chief (Lt. Col.) on regular basis as to status of investigations and issues of importance that come to the attention of the Unit. Advises/recommends to Deputy Chief/Chief alternative courses of action on discipline, training, counseling as to the result of the Unit investigations. Briefs Commissioned Officers on a monthly basis on disciplinary matters and Unit related issues.</p> <p>Advises Bureau Commanders on the proper administration of contract relative to members rights. Advises, directs Bureau Commanders on the post-investigation administration of discipline. Prepares appropriate disciplinary documentation as directed by the Deputy Chief such as letters of suspension, termination, corrective memorandums, and written reprimands. Writes decisions of Grievance hearings for the Deputy Chief. Provides a summary and or when applicable investigative reports to the Maine Criminal Justice Academy for potential action on the members' law enforcement certification.</p> <p>Participates in collective bargaining process as member of State bargaining team.</p> <p>Researches issues under Grievance for relative topics for the Deputy Chief. Provides data for reference for disciplinary issues under consideration for the Deputy Chief. Prepares documents for presentation in Grievance proceedings, researches Office of Professional Standards archives for material relevant to issues under consideration. Prepares material to defend the Departments position on issues under Grievance and/or lawsuits.</p> <p>Supervises the Sergeant and the Units' OAIL.</p> <p>Engages in the long-term strategic planning for the Unit and participates in the overall long-term strategic planning for the agency as a whole.</p> <p>Participates in Commissioned Officer's Meeting and provides input on the operations of other Troops and Units.</p> <p>Collaborates with the Staff Attorney and Lt. Col. on FOAA and FOIA requests related to discipline and final agency action</p>	

## ***INSTRUCTIONS FOR COMPLETING THE FJA-1***

*(Updated May 2017)*

The Functional Job Analysis (FJA-1) is designed to provide Agency personnel with a uniform method of describing work content. An individual Position Detail Record (PDR) for each position involved must accompany the FJA-1. The PDR form will be attached by the Agency Personnel Unit. If the FJA-1 is to establish a new position, the Agency will submit a PER-51.

### **TEAR-OFF COVER SHEET**

The tear-off cover sheet is required in order for the Bureau of Human Resources to properly track the process of reclassification requests submitted by employees. The employee completing the FJA-1 must complete and submit the tear-off cover sheet directly to the Bureau of Human Resources at the time the FJA-1 is submitted to the supervisor for their signature; the rest of the FJA-1 should be processed through the agency's Personnel Office.

### **GENERAL INFORMATION**

#### **PART I AND II - TO BE COMPLETED BY DIRECTOR BUREAU OF HUMAN RESOURCES AND AUTHORIZED AGENCY PERSONNEL UNIT.**

Complete as indicated, noting geographic location / building & room number under LOCATION OF POSITION. 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.

- Item 1** List the smallest operating unit (section, division, bureau, etc.) containing the position and provide a brief description of the unit's assigned function.
- Item 2** Complete as specified. Be sure to use proper classification titles, not local or in-house titles. Be as complete as possible. If possible, attach an official organization chart.
- Item 3** Provide the primary purpose of the position.
- Item 4** Give examples of the kinds of decisions made, showing how they are limited by policies or higher authority.
- Item 5** List the essential knowledge and abilities necessary to perform the tasks listed under item 10.
- Item 6** Provide the dollar impact of the position.
- Item 7** For all reclassification and range change requests, list all duties and responsibilities which have been added to/deleted from the position and which may impact its current classification or range. For new positions, indicate the reason(s) the position is required (e.g. departmental/unit reorganization, redistribution of existing duties, new program, etc.). Include any statutory/legislative authority for establishing the position.
- Item 8** Indicate the Job Classification, Code, Title and Range desired. (if known).
- Item 9** List tasks which are specific and the most important and critical to the position(s). The percentage of time typically spent on each task ***must*** be provided and total should equal 100%.

**No action will be taken by the Bureau of Human Resources (BHR)  
unless the FJA-1 is properly completed, signed, and processed.**