

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b>
1. DEPTSPV3

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Support Services
4. Civil Service Position Code Description Departmental Supervisor-3	10. Division Logistics & Operations Support
5. Working Title (What the agency calls the position) Departmental Supervisor 12	11. Section Warehouse and Delivery Services
6. Name and Position Code Description of Direct Supervisor SCHUELLER, RYAN G; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor WRIGHT, SETH T; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7461 Crowner Drive, Lansing, MI / Monday-Friday; 7:30 am - 4:00 pm

**14. General Summary of Function/Purpose of Position**

This position is a first line supervisor of technician positions in a complex work area and is responsible for the staff, management and oversight of Warehouse and Delivery Services.

Warehouse Services is comprised of both the Forms & Publications and Depot Logistics units. The Forms & Publications unit provides consolidated statewide forms storage and distribution of active inventory as well as on-demand temporary storage. The Depot Logistics unit provides shipping and receiving of IT equipment statewide and the disposition of retired assets.

Delivery Services is comprised of both the ID mail and freight units and provides freight, moving and mail service to state agencies on established routes. This position will provide guidance and supervision to the first line supervisor responsible for the Mail Sorting/Local Mail and Detroit mail sub-unit and a first line supervisor responsible for all freight and move jobs.

This position is responsible for the maintenance and repairs of the Division's 30 vehicle fleet which includes vans, cube vans, 24' trucks and tractor trailer combinations. This position serves as the primary consultant to state agencies in the planning, coordination, and execution of moving jobs and freight movements. This position is the main point of contact and coordinator for transportation and warehousing needs upon the activation of the State Emergency Operations Center (SEOC) when the Governor declares a state of emergency.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage:** 50

Supervise day-to-day operations of the assigned work units to meet workloads and organizational commitments.

**Individual tasks related to the duty:**

- Assign work to subordinate supervisors.
- Review and prioritize workloads.
- Reassign personnel between work units to ensure the right levels of staffing.
- Adhere to union regulations regarding work conditions and overtime equalization.
- Assess statewide agency temporary storage needs and provide the required space.
- Answer customer questions and provide direction for solutions.
- Monitor workflow to optimize resources and ensure completion of all work orders and tasks.
- Manage performance reviews and development plans of direct reports.
- Complete an annual business plan for the program.
- Monitor and address work quality issues.
- Assign work orders to drivers.
- Determine staffing needs and make recommendations.
- Prepare screening criteria and interview questions for interviews.
- Make hiring recommendations.
- Oversee training of employees and subordinate supervisors.
- Prepare employee development plans.
- Prepare position descriptions.
- Provide counseling and corrective actions according to appropriate union agreements and civil service regulations.

**Duty 2**

**General Summary:**

**Percentage:** 20

Budget, procurement, and billing operations

**Individual tasks related to the duty:**

- Assist with budget management for units and sub-units.
- Provide reports and data as requested for the units as requested.
- Capture and analyze data to measure level of service and to improve efficiency.
- Provide monthly metrics to management.
- Responsible for business plan priorities for units.
- Close out work orders for billing purposes.
- Maintain a complete knowledge and use of Warehouse Inventory System and any other related systems.
- Assist with testing and deployment of system upgrades
- Assist agencies in acquiring needed storage space, create proper documentation, and establish the appropriate billing documents.
- Correct inventory discrepancies.
- Make recommendations and prepare supporting documentation for procurement of equipment and vehicles.
- Utilize GPS system for management of unit and sub-unit activities.
- Review customer billings for areas of responsibility processed by billing clerk to ensure accuracy.
- Interact with vendors, Purchasing, Finance, ITAM, and Field Services

**Duty 3****General Summary:****Percentage:** 20

Coordinate vehicle maintenance for the division's fleet and served as a consultant to state agencies in the planning, coordination, and execution of moving and freight.

**Individual tasks related to the duty:**

- Schedule maintenance and repairs as required.
- Determine availability of vehicles.
- Review specifications to purchase additional or replacement vehicles.
- Meet with customers to assess requirements as necessary.
- Determine resources required to perform the move.
- Secure resources such as packing materials, material handling equipment, additional staffing, etc.
- Advise customers of their role in the moving process.
- Schedule moves based on customer requirements and availability of resources.
- Supervise office moves as necessary.
- Provide direction on the most cost effective manner in which to handle a freight request

**Duty 4****General Summary:****Percentage:** 10

Other duties as assigned.

**Individual tasks related to the duty:**

- Other duties as assigned by management.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

The Department Supervisor is allowed significant discretion and makes independent judgments in the conduct of the task identified. Independent judgments include staffing and operational decisions, service delivery options and processing/streamlining workflow.

**17. Describe the types of decisions that require the supervisor's review.**

Periodic review is made through the submission of monthly reports, status meetings and reports, scheduled program reviews and financial statements. Changes to established policy, guidelines, or practices also require supervisory review and approval.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

This position works in a warehouse/shipping and receiving dock setting. This position is at times exposed to those types of conditions typically found in a warehouse/dock setting such as cold in the winter or heat with humidity in the summer, dust, dirt, and equipment noise.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
MURPHY, CHRISTOPHER M	STOREKEEPER SUPERVISOR-2 9	SHEPLER, SHAYE J	STOREKEEPER SUPERVISOR-2 9
JONES, MICHAEL N	EQUIPMENT OPERATOR-A 9	MALEK, KYLE	MOTOR VEHICLE OPERATOR-2A 8
THELEN, BRENT M	EQUIPMENT OPERATOR-A 9	FORELL, TRAVIS M	EQUIPMENT OPERATOR-A 9
DENNISON, SEAN	EQUIPMENT OPERATOR-A 9	ROBERTS, DAVID D	EQUIPMENT OPERATOR-A 9
ROBERTS, KOREY M	MOTOR VEHICLE OPERATOR-2A 8	SHEWCHUCK, DAVID S	DEPARTMENTAL TECHNICIAN-E E9
BRADLEY, KEVIN	DEPARTMENTAL TECH TRAINEE-E 7		

**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position supervises, directs, and coordinates the day-to-day activities necessary to operate two warehouse units, Forms & Publications and IT Depot Logistics, servicing all branches of state government. Services range from disbursement of forms and publications to managing the shipping and receiving of IT equipment. This position is also responsible for the day-to-day activities necessary to deliver mail and freight to state agencies, as well as to plan, coordinate, and execute office moves for state agencies. This position develops delivery routes, assign drivers, and designate vehicles to accomplish the delivery routes. The position is also the main point of contact and coordinator for transportation and warehousing needs when the SEOC (State Emergency Operations Center) is activated due to an emergency called by the Governor.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

The work area consists of several units. Both warehouse units are responsible for shipping and receiving customer orders as timely and efficiently as possible. The position plays an active role in maintaining coordination between facilities, programs, and staff. The Delivery Services function is to provide the pick-up, sorting, and delivery of US Mail & ID Mail, and provide freight service and moving services for state agencies. A great deal of coordination is required to insure that mail runs, office moves and freight services are provided as efficiently as possible.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Departmental Supervisor 12**

One year of experience equivalent to a Departmental Supervisor 11 or experienced-level professional; or two years equivalent to a Departmental Supervisor 10, Office Supervisor 11 and 12, Secretary Supervisor 11, experienced-level technician or paraprofessional; or three years equivalent to an Office Supervisor 10, Secretary Supervisor 10, Emergency Dispatch Supervisor 10, or Human Resources Customer Service Supervisor 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong organizational, leadership, and computer skills.
- Knowledge of Word, Excel, and Outlook.
- Ability to:
  - communicate effectively with others, both verbally and in writing.
  - work with agency customers in a courteous and tactful manner.
  - monitor and evaluate program and unit performances in order to assess efficiency and effectiveness.
  - make decisions accurately and quickly

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

Supervisor

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

*I certify that the entries on these pages are accurate and complete.*

STACI ERICKSON

2/10/2026

Appointing Authority

Date

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

Employee

Date