

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

This position description serves as the official classification document of record for this position. Please complete this form 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 TECHNOLOGY, MANAGEMENT & BUDGET
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) OFFICE OF SUPPORT SERVICES
4. Civil Service Position Code Description STOREKEEPER SUPERVISOR 8	10. Division PRINT AND MAIL MANAGEMENT
5. Working Title (What the agency calls the position) SUPERVISOR, PRESORTING & METERING UNIT	11. Section MAILING SERVICES
6. Name and Position Code Description of Direct Supervisor AMANDA WAGNER, DEPT. SUPERVISOR 12	12. Unit PRESORTING & METERING UNIT
7. Name and Position Code Description of Second Level Supervisor THOMAS GOODINE, DEPT. MANAGER 14	13. Work Location (City and Address)/Hours of Work 7461 CROWNER DR., LANSING MI MONDAY – FRIDAY, 8:30 A.M. – 5:00 P.M.

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

The employee serves as a first-level supervisor with responsibility for directing the work of lower-level employees in the Presorting & Metering Unit. This position is responsible for ensuring U.S. Domestic and International mail is prepared in accordance with USPS and UPS regulations. This position oversees all mail metering and presorting activities and must be fully knowledgeable on the operation of Multi-line Optical Character Readers (MLOCR's) to ensure that all mailings are completed on-time and are prepared according to U.S. Postal regulations. Position is also responsible for overseeing parcel carrier service, per statewide contract.

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 of Duty 1**

**% of Time 55**

Coordinates activities by scheduling work assignments, setting priorities and directing the work of subordinate employees in the Presorting & Metering Unit.

**Individual tasks related to the duty.**

- Prioritizing work, scheduling assignments of subordinates.
- Evaluate staffing levels and adjusts as needed to ensure completion of daily assignments.
- Approve leave usage in TELL.
- Provide information to agencies on mailing methods, processes, and requirements.
- Provide information to resolve questions or discrepancies.
- Coordinates the work between PMM Mailing Services and LOS Delivery Services.
- Recommends need for overtime or temporary services to meet mailing deadlines.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Review employment candidates, conduct interviews, and recommend selections of employees.
- Review and evaluate employees completed work, including quality control measures and those required by the USPS and UPS.

**General Summary of Duty 2      % of Time      30**

Maintaining records and recordkeeping.

**Individual tasks related to the duty.**

- Maintain documentation to meet USPS and UPS requirements.
- Develop and maintain quality controls to ensure USPS and UPS regulations and acceptance.
- Maintain records for customer billing.
- Maintain and schedule employee training.
- Maintain unit reporting and metrics.
- Maintain and perform inventories of equipment and postal supplies.
- Maintain and prepare records for storage.
- Maintain service records for equipment.
- Prepare and generate reports as required.
- Prepare mailing statements, either hard copy or electronic.
- Purchase supplies needed to complete mailings and distributions.

**Duty 3****General Summary of Duty 3      % of Time      10**

Equipment repairs and maintenance.

**Individual tasks related to the duty.**

- Ensure equipment is maintained as required by service contracts.
- Equipment is properly cleaned, and supplies are on hand to ensure continuous operation.
- Schedule service repairs, and preventative maintenance of equipment and support equipment.
- Maintain parts and supplies for minor repairs.
- Ensure employees are trained to make minor repairs and adjustments.
- Perform quality controls to ensure equipment is operating per manufacturer specifications and USPS and UPS regulations.
- Takes preventative measures to ensure safety and proper operation of all related equipment.

**Duty 4****General Summary of Duty 4      % of Time 5**

Other duties as assigned.

**Individual tasks related to the duty.**

- Conducts staff, informational and seminar meetings.
- Answer inquiries in person, phone, or email.
- Conducts facility tours.
- Meets with vendors, postal service and agencies as needed.
- Consults with agencies on mailing methods and techniques for most efficient form of mailing.
- Serve as a back-up to supervision as need arises in the operation.
- Communicate daily production information, problems with equipment/processes, customer concerns.
- May be required to operate motor vehicle, forklift, or other material handling equipment to facilitate the movement of materials.

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

Determine the need to schedule overtime to complete daily work. All agencies are affected by these decisions as state and federal mailings depend on continuous operation of the equipment. Responsible for making corrections to documentation for postal acceptance to ensure adjustments are not levied to Mailing Services.

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

Supervisor would review any disciplinary actions or when a problem arises affecting the mail to be deposited at the USPS.

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

This job requires an amount of physical effort, primarily walking, standing, lifting mail trays, and heavy boxes, as well as opening overhead doors to move materials in and out of the work area. Environmental conditions include paper dust and fluctuations in temperature due to the need to keep equipment cool.

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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Cliff Frey	Storekeeper 8	Jase Lund	Storekeeper 5
Darrell Drown	Storekeeper 7	Vacant	Storekeeper 7
Brian Hunt	Storekeeper 7	Vacant	Storekeeper 7
James Hunt	Storekeeper 7	Vacant	Storekeeper 6
Steve Schafer	Storekeeper 7	Vacant	Storekeeper 6
Angela McMullen	Storekeeper 6	Vacant	Storekeeper 5
Joe VanOort	Storekeeper 6		
Chris VanPelt	Storekeeper 6		

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

**Complete and sign service ratings.**

**Assign work.**

**Provide formal written counseling.**

**Approve work.**

**Approve leave requests.**

**Review work.**

**Approve time and attendance.**

**Provide guidance on work methods.**

**Orally reprimand.**

**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?**

Provide first level supervision to employees in the Presorting & Metering Unit. Coordinate the activities of the unit to ensure all mail is prepared properly and according to U.S. Postal Regulations and ensure U.S. mail is dispatched on a timely basis.

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

Since last review, Mailing Services metering and presorting units have merged adding additional direct reports. In addition to adding the metering unit, DTMB Mailing Services is also an Intelligent Mail Operation with the USPS which requires additional recording and documenting to the USPS on a daily basis. Additionally, technologies with the USPS and UPS software have had significant advancements in recent years.

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

The function of this work area is to perform various mail preparation processes required to place the mail into the U.S. mail stream. These processes include managing the metering, presorting, and parcel service operations according to regulations and standards outlined.

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

**EDUCATION:**

High School Graduate or Equivalent.

**EXPERIENCE:**

Five years of experience equivalent to a Storekeeper, including three years equivalent to a Storekeeper E6 or two years equivalent to a Storekeeper 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of rules and regulations, policies, procedures, and terminology used in the mailroom environment. Knowledge of labor relations. Ability to interpret, explain and apply rules and regulations governing the process of entering the mail into the U.S. Postal Service and or State contracted small package service. Ability to communicate effectively with others, verbally, in writing or by computer. Knowledge and training of supervisory techniques. Ability to coordinate sub-unit activities with other areas of Mailing Services.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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

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Supervisor's Signature

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Date**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

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

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Appointing Authority Signature

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Date**TO BE FILLED OUT BY EMPLOYEE**

*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.*

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Employee's Signature

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Date

NOTE: Make a copy of this form for your records.