

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 DOC-MICHIGAN STATE INDUSTRIES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description INDUSTRIES PRODUCTION LEADER-E	10. Division Michigan State Industries
5. Working Title (What the agency calls the position) Production Leader	11. Section Chippewa Garment Factory
6. Name and Position Code Description of Direct Supervisor CLYMER, PENNIE S; INDUSTRIES SUPERVISOR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DANCER, GREGORY M; INDUSTRIES SUPERVISOR-3	13. Work Location (City and Address)/Hours of Work 4269 W. M-80, Kincheloe, MI 49784 / 6:30am - 3:00pm, Monday - Friday
14. General Summary of Function/Purpose of Position Supervise prisoners in the cutting, sewing and shipping of various garments and other sewn items produced at the Chippewa Garment Factory.	

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: 30

Responsible for the supervision of prisoners in the continuous running of the production sewing line to fill both customers' open orders and to build required product inventory levels. Oversee quality production levels to ensure the highest quality product for the customer. Plan daily work station layout by arranging materials, sewing machines, operators, proper work cycle and sequence of operation for production control.

Individual tasks related to the duty:

Duty 2

General Summary:

Percentage: 20

Oversee cutting room production by establishing cutting order, code numbers, yardage, piece goods, inventory number, fabric, and marker length.

Individual tasks related to the duty:

Duty 3

General Summary:

Percentage: 20

Hire and train prisoners to perform sewing duties set by the factory manager. Oversee prisoner scheduling and time card accuracy. Perform all duties assigned in a highly professional manner so that the factory will operate to its utmost potential. All other duties as assigned.

Individual tasks related to the duty:

Duty 4

General Summary:

Percentage: 20

Must at all times be held accountable for the control of all critical tools in the factory and stay in compliance with all security and safety policies and procedures at all times in accordance with all Policy Directives relative to this position. Must at all times control factory security, provide locked and guarded enclosures for critical items. Direct safety and enforce regulations.

Individual tasks related to the duty:

Duty 5

General Summary:

Percentage: 10

Maintain awareness of preventive maintenance procedures and carry them out in a manner that will reduce major problems. Operate and maintain sewing machines on the job sight. Have the ability to thread and do minor adjustments to make the machine operate to its full potential, and instruct prisoner with regard to same.

Maintain a good working relationship with custody and civilian staff in the institution and with Central Office in Lansing. Have good communication with other MSI factories.

Individual tasks related to the duty:

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

Designing new products.

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

Production scheduling, change in production line, change design on a garment. All are done with the input of the factory supervisor.

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 job involves the direct supervision of prisoners 100% of the time, inside the secure perimeter of a multi-level custody prison setting. Continually monitoring of prisoners for both production and security is the main goal of this position. There is some lifting. A person in this position may be exposed occasionally to chemical fumes inherent in fabric processing.

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.

Additional Subordinates

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

- | | |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Direct the flow of production lines of assembly and sub-assembly of the manufacturing of all garments.
Teach prisoners how to operate sewing machines of all types, how to properly lay out and cut fabric, and all other job skills needed to successfully work with others and retain employment.
Supervise the flow of production, prisoner operators, quality control of all garments, and security of a manufacturing plant.
Maintain cordial and professional relationships with Lansing Central Office staff, customers and other MSI staff located at various facilities.

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

Added subclass code.

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

This work area produces all officer shirts and outer wear and is critical to the custody staff being able to perform its job. The factory must function as a team. All staff must be team players and work together to reach the best production level and high quality standards set by this factory.

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.

SUBCLASS CODE:

Supervision of a material sewing operation including processes such as cutting, sewing, embroidering names or logos, making miscellaneous clothing items.

EXPERIENCE:

One year of specific industry production or service experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Leadership ability and capability of motivating people. Ability to teach prisoners both the critical sewing skills needed but also the soft-skills necessary to obtaining and retaining employment. Basic sewing knowledge of production line sewing. Ability to supervise and take direction. Good knowledge of fabric and sewing machinery.

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.

CHANTAL VANATTA

9/1/2022

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