

1. Position Code
ADMNMGR3A58N

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Corrections/4741
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Administrative Manager -3	10. Division Macomb Correctional Facility
5. Working Title of Position (What the agency titles the position) Administrative Officer	11. Section Administration
6. Name and Classification of Direct Supervisor Jeffrey Tanner, Senior Executive Warden	12. Unit Business Office
7. Name and Classification of Next Higher Level Supervisor Shawn Brewer, Assistant Deputy Director	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Road, Lenox Twp., MI 48048 8:00 a.m. - 4:30 p.m.
14. General Summary of Function/Purpose of Position Plan and direct business functions to support a 1,468 bed multi-level facility with a budget in excess of \$29 million dollars, including an Academic/Vocational Program, and Health Care Services. Oversee all business office, food service, maintenance, warehouse, quartermaster, purchasing and store operations at the facility.	
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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 30

Formulate, prepare and development of annual budget reports and recommendations.

Individual tasks related to the duty.

- Evaluate spending and staffing patterns as they relate to annual departmental allotment and appropriations.
- Establish spreadsheets and other tracking documents in order to verify and review patterns and projections.
- Prepare monthly fiscal reports.
- Interpret and evaluate departmental programs based on monthly financial data.
- Ensure reconciliation of all purchases and payments.
- Establish individual department budgets in line with the institutions approved budget.
- Provide financial training to non-financial managers

Duty 2

General Summary of Duty 2

% of Time 50

Evaluate departments and individual employee performance in order to maintain operational efficiency.

Individual tasks related to the duty.

- Analyze each department for deficiencies and determine corrective action in order to institute proper solutions.
- Meet with staff to seek input and suggestions in ways to improve operations associated with individual departments.
- Analyze work schedules associated with each department to improve operational efficiency.
- Ensure Position Descriptions and Employee Performance Factors reflect current positions/responsibilities.
- Ensure departments and individual employees are fiscally responsible and perform at a level that reflects positively on MRF and the Michigan Department of Corrections.
- Review departmental policy and procedures to ensure compliance and/or needed modifications.

Duty 3

General Summary of Duty 3

% of Time 10

Employee relations activities including hiring, recruitment and training.

Individual tasks related to the duty.

- Interpret collective bargaining agreements for four (4) different bargaining units.
- Investigate employee activity to determine appropriate corrective action.
- Provide supervisory training to department heads in the areas of performance and discipline.
- Ensure compliance with EEO/AA standards and rules in all employment practices.
- Respond to employee grievances.

Duty 4

General Summary of Duty 4

% of Time 10

As a member of the Warden's executive staff, participate in public forums and special committees.

Individual tasks related to the duty.

- Represent the facility before employee groups, administrative bodies, local government and other professional organizations.
- Prepare special reports for the warden.
- Author correspondence on behalf of the Department.
- Represent the institution on various committees dealing with the prisoner population, i.e. IBF, Prisoner Store Committee, and Warden's Forum.

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

I am required to develop and execute plans, policies and programs in all the institution's financial affairs, property and equipment, supplies and food service.

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

Establishment of additional positions. Expenditure of funds not considered a routine part of the institution. Major changes in operational standards or routines.

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

I am involved daily with incarcerated felons. As the institutions representative on many prisoner committees, I have to meet with prisoner groups and take positions that may be viewed in a negative light by prisoners.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>
Larry Trott	Food Services Supervisor-4	Pamela Chapman	Storekeeper Supervisor
Michael Backlas	Physical Plant Supervisor	Patricia Johnson	Accounting Technician
Chris Ramsey	General Office Assistant	Ellen Campbell	General Office Assistant

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes. I agree with the employee responses for items 1-18.

23. What are the essential duties of this position?

The essential duties of this position are to provide direction and supervision to staff that is part of the work force under the umbrella of the Business Office at a correctional facility. These duties must include the following: provide subordinate staff members with appropriate resources and training which will allow them to effectively carry out their job responsibilities, evaluate performance of subordinate personnel, and demonstrate a working knowledge of all divisions within the office.

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

The job duties and responsibilities have not changed since the position was last reviewed.

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

The Business Office is responsible for the administrative management and budgetary operations of the correctional facility. This office is directly responsible for the following departments: Maintenance/physical plant, food services, quartermaster, uniformed staff and prisoners, prisoner stores, accounting, warehouse operation and procurement of goods and services. This position is the Administrative Manager of the work unit.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

EXPERIENCE:

State Administrative Manager 15: Two years of professional experience equivalent in responsibility to the P11 level, OR
One year of professional experience equivalent in responsibility to the 12 level.

State Administrative Manager 16: Two years of experience equivalent in responsibility to a professional manager or
specialist at the 13 level or above.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to direct and lead people in order to accomplish the goals and mission.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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

27. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority's Signature

Date