

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPSPL2C40N

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.) POWELL, NICOLE E	8. Department/Agency DOC-MAXEY CORRECTIONAL
3. Employee Identification Number 1139554	9. Bureau (Institution, Board, or Commission) MDOC - Woodland Center Correctional Facility
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division Correctional Facilities Administration
5. Working Title (What the agency calls the position) Administrative Assistant	11. Section Administration
6. Name and Position Code Description of Direct Supervisor SCHREIBER, PAUL H; SENIOR EXECUTIVE WARDEN	12. Unit Warden's Office
7. Name and Position Code Description of Second Level Supervisor BREWER, SHAWN D; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 9036 East M-36, Whitmore Lake, MI 48189 / 8:00am - 4:30pm, Monday through Friday

14. General Summary of Function/Purpose of Position

Assist the Warden in a broad range of administrative aspects of the facility. To serve as liaison and spokesperson for the Warden and facility. Serves as the Step II Grievance Coordinator, Audit Coordinator, liaison to the Ombudsman office, Attorney General office, Central Office/GVP, law enforcement agencies, members of the community and legislative body, FOIA, preparation for PREA audits, records retention and serves as the ADA Coordinator. Conduct weekly rounds in the secure perimeter of the facility, ensure all operations are in compliance with policy, procedure, post orders and all other applicable authorities. Quality assurance and process improvement coordinator for all deficiencies on audit, inspections, rounds, etc. Create or revise operating procedures, brochures, documents, spreadsheets, tracking mechanisms and other related documents. Ensure all due dates are met.

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: 40

Assist the Warden in administrative matters. Research problem areas and recommend alternative methods of program development and problem solving. Maintain contact with Department heads, other staff, as well as outside agencies to seek information to aid in fulfilling the goals of the agency.

Individual tasks related to the duty:

Research problem areas and recommend methods of program development and problem solving.

Serves as facility liaison with Central Office, Media and Public Information, Office of Prisoner Affairs, Attorney General's Office and Policy and Hearings Division.

Prepares responses to correspondence and investigative reports for Warden's signature.

Carries out special projects as assigned by the Warden.

Serves as backup for telephone coverage in the Warden's Suite.

Conduct informal and formal investigations as assigned

Attend meetings.

Prepare monthly reports.

Annually develop plans for staff development, process improvement, and physical plant improvement.

Other duties as assigned by supervisor.

Duty 2

General Summary:

Percentage: 15

Monitors the prisoner grievance process working with the Litigation Coordinator to monitor and review litigation filed against the facility and staff by prisoners, staff, or other individuals.

Individual tasks related to the duty:

Monitor step I grievance responses.

Develop step II grievance responses for Warden's review.

Review prisoner grievances with the Step I Grievance Coordinator to identify problem areas within the facility.

Prepare affidavits and requests for representation.

Search for records requested of Attorney General staff.

Duty 3

General Summary:

Percentage: 20

Conduct rounds, inspect operations for compliance and serve as quality assurance and process improvement coordinator. Conduct special assignments.

Individual tasks related to the duty:

- Round at least weekly inside the secure perimeter of the facility. Round weekly in random areas outside the secure perimeter of the facility.
- Quality assurance coordinator to ensure all deficiencies are corrected and remain in compliance. Ensure all practices are in compliance with all applicable authorities.
- Special projects as assigned.
- Assist with facility inspection preparation and deficiency correction.
- Arrange for translators as needed.
- Author or revise operating procedures, post orders and other related documents.

Serves as the facility's video visit coordinator.

Serves as the PREA backup coordinator.

Ensures full policy and procedure updates to Warden immediately and to executive team monthly.

Duty 4

General Summary: **Percentage: 20**

Serves as the facilities FOIA Coordinator, Litigation Coordinator, ADA Coordinator, Facility Audit Coordinator. Manages records retention for the Facility.

Individual tasks related to the duty:

- Monitor request under FOIA.
- Copy requested documents approved for release under FOIA.
- Process cases of litigation and enter them on the Litigation Tracking System.
- Respond to request for production of documents within the time limits as determined by law and department policy.
- Audit Coordinator.
- ADA Coordinator including managing the deaf and/or hard of hearing prisoner program.
- Record Retention.

Tracks all audit and inspection deficiencies, re-audits regularly, to ensure sustainable correction outcome.

Prisoner death coordinator including death/sick bed visits and funeral visits in accordance with department policy and procedures.

Ensure unclaimed property is handled timely and promptly.

Duty 5

General Summary: **Percentage: 5**

Media Liaison Officer responsible for interactions with the news media during disturbances and natural disasters

Individual tasks related to the duty:

- Instructs media of any special orders.
- Compose and reads news releases and answers media questions.
- Conducts news briefings to the media representatives.
- Ensures that all information is factual and that the content is reviewed with the Warden and approved for release through the

Public Information Office prior to release.

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

Prisoner grievance decision recommendations.

Responses to FOIA request.

Decides what information can be released to the media which affects both prisoners and staff

Determines appropriateness of staff Step II grievance responses.

Work scheduling

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

Decisions that impact the facility and the department as a whole.

Overtime scheduling

Policy/Procedure decisions that transcend the immediacy of the Warden's office

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.

Hazards associated with working inside a correctional facility. Working with disgruntled, aggrieved mentally ill prisoners. Employee will be required to work partially within the secure perimeter of a Department of Corrections Level II/IV facility. Sitting, standing, stopping, kneeling, reaching and carrying files up to 10 pounds, boxes up to 35 pounds.

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):

- | | |
|---|--|
| ☐ 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?

To advise and assist the Warden with all operational needs of the facility involving policy/ procedure development and annual audits, litigation, prisoner grievance procedure, volunteer coordination, program coordination, media relations and FOIA Coordinator.

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

N/A

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

This work area is responsible for the overall operations of the correctional facility which includes but not limited to the custody and security of inmates. This position serves as the assistant to the Warden in administrative and management functions.

26. 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.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Department of Corrections, mission, policies and procedures and basic knowledge of bargaining unit contracts. Ability to formulate policies and procedures relevant to program areas. Ability to communicate with others verbally and in writing.

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.

None

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

TABATHA DAVIS

7/30/2026

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.

NICOLE POWELL

Employee

Date