

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

Position Code 1. ADMNMGR1A11N

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-HURON VALLEY CORR COMPLEX
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facility Administration
4. Civil Service Position Code Description ADMINISTRATIVE MANAGER-1	10. Division Women's Huron Valley Correctional Facility
5. Working Title (What the agency calls the position) Assistant Business Office Manager	11. Section Business Office
6. Name and Position Code Description of Direct Supervisor ; ADMINISTRATIVE MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; SENIOR EXECUTIVE WARDEN	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd Ypsilanti, MI 48197 / 8:00 am to 4:30 pm or as needed

14. General Summary of Function/Purpose of Position

This position serves as the Assistant Business Manager for the Women's Huron Valley Correctional Facility, a multilevel facility that houses over 2,300 inmates. The position is responsible for management of the facility's receiving and distribution operations (Warehouse, Quartermaster, Laundry, Central Caustics, and Prisoner Store), and indirect supervision of Business Office accounting staff and mail room staff; as well as managing special projects. The position chairs the Prisoner Store Committee and, in the absence of the Business Manager, chairs the the PBF Committee. The incumbent of this position assumes all duties of the Business Manager in her/his absence.

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

Manage the warehouse and distribution operations including providing direct supervision of the Storekeeper Supervisor and indirect supervision of the the Storekeepers. Monitor and manage the duties, activities and responsibilities of the Warehouse, Prisoner Store, and Quartermaster operations.

Individual tasks related to the duty:

Monitor ordering of supplies and uniforms to maintain optimum levels for efficient, yet economical, operation of the facility and assure that all areas stay within budget , that grievances and kites are minimized and, when generated, responded to timely.

- Ensure that supplies and purchases are received, accounted for, and recorded accurately, including entering receivers in MAIN.

- Assure that delivery schedules are established and adhered to.

- Formulates, administers and updates Operating Procedures as required to insure facility is in compliance with MDOC Policy, Operating Procedures, and DTMB Administrative Guide and Procedures.

Perform regularly scheduled rounds to ensure all areas are properly maintained, organized, clean, and operating in compliance with policy and procedures.

Duty 2

General Summary:

Percentage: 30

Jointly manage accounting and mailroom operations. Participate in development, implementation and monitoring of office systems to ensure compliance with departmental and DTMB policy and procedures.

Individual tasks related to the duty:

- Ongoing review of polices to ensure accounting and mail room operations comply with policy including all updates. Ongoing review includes, but is not limited to, auditing/inspecting records, staff discussions and meetings, reviewing prisoner complaints, etc.

- Update operating procedures as needed to ensure compliance with policy changes.

- Ensure compliance with deadlines regarding report submissions, prisoner accounting activity, facility accounting activity, mail processing.

- Monitor and ensure accuracy of cash deposits, cash receipts, and petty cash funds.

- Review and respond to request for purchases and vendor payments.

- Monitor work and process flow of office to ensure operations are effective, efficient, productive and timely.

- Conduct monthly staff meetings.

Duty 3

General Summary:

Percentage: 15

n the absence of the Business Manager oversee and monitor the Food Service Department and the Maintenance Department.

Individual tasks related to the duty:

- Perform Rounds on a regular schedule, making a point to communicate with staff and prisoners. Observe, assess, and make recommendations to maintain compliance with applicable rules, regulations, policy directives, operating procedure, and standards. Conduct meetings as needed to gather and disseminate information and to instruct staff accordingly. Prepare and file applicable reports.
- Review and respond to purchase requests and vendor payment requests assuring that all departments stay within budget.
- Monitor Food Service for compliance with department regulations and Food Code Law.
- Assure Food Service operations comply with meal serving time frames, staff remain alert for security and theft issues, operations maintain cleanliness and sanitation standards.
- Assure Food Service purchases stay within budget and per capita food costs remain low.
- Monitor Maintenance to assure compliance with MIOSHA standards, preventative maintenance requirements, timely completion of work orders, compliance with project schedules. Recommend alternate methods and/or approaches to resolution of maintenance and project problems. Assure Maintenance staff comply with contractual and Civil Service CS-138 standards; assure that outside contractors comply with performance standards established by DTMB.
 - Formulate, administer, and update operating procedures as required to ensure that WHV is compliant with MDOC Policy, the DTMB Administrative Guide and MIOSHA standards.

Duty 4

General Summary:

Percentage: 10

Serves on a number of Committees including but not limited to the Prisoner Store Committee, and Prisoner Benefit Fund Committee (in the absence of the Business Manager), Warden's Forum (in the absence of the Business Manager).

Individual tasks related to the duty:

- Attend the various Committee meetings, participate and represent the Business Office in those meetings (serving as chair for the Prisoner Store Committee and Prisoner Benefit Fund Committee).
- Review the agenda for said meetings and review policy before attending so as to be up to date on current policy surrounding the issues.
- Report back to Business Manager all important and relevant information from these meetings.
- Set necessary changes into motion and follow up to insure compliance.
- In some instances it will be necessary to review and sign or even prepare minutes for the meetings.

Duty 5

General Summary:

Percentage: 15

Assist with preparation and administration of facility budget; maintain inventory of facility equipment and assets, and other special projects as assigned.

Individual tasks related to the duty:

- Perform periodic review of facility financial documents to identify potential problems or areas that require attention.
- Perform periodic reviews of facility inventory reports to ensure accuracy and to identify potential problems or issues that require attention.
- Conduct meetings, attend meetings, and meet with staff, prisoners, vendors as necessary to explore points of view and compile information necessary to reach decisions or to make proposals.
- Explore alternative options, prepare cost estimates, and assist in development of plans.
- Perform research, study impact, develop implementation plan.
- Develop procedures and identify role responsibilities.
- Monitor progress to ensure projects remain on point and focused. Make adjustments as needed to ensure same.

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

Decisions regarding the operational needs of the facility. Decisions related to alternative actions to maintain operation and/or make repairs during emergency Food Service and Maintenance situations. Determination of compliance with policies and/or procedures. Decisions concerning methods to carry out supervisors stated desires. Personal judgments based on prior experience. Utilizing reference manuals and code requirements, i.e.. --Electrical Code, Building Code, MIOSHA rules, Sanitation (Health) Code, Army recipes manual, etc.

The position performs a full range of management activities and related assignments. The position requires a high level of independent judgement in making decisions affecting employees, prisoners and the public.

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

Decisions that are not clearly defined in Policies and Procedures including budget approvals, emergency expenditures, Administrative decisions, policy/procedure changes, expanding staffing.

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.

1. Frequent periods of standing, sitting, stooping, reaching and bending.
4. Frequent lifting and carrying of objects weighing less than 5 pounds.
5. Must make rounds within the secured area of the facilities and is in contact with prisoners at least 25% of work time.
6. Sitting--Work requires considerable time seated at desk or conference tables. -- 60% of work time.
7. Environmental conditions--wet, cold, heat, noise, smoke, dust, odors, and fumes--when moving between buildings and outdoor areas during all seasons, visiting maintenance operations, food service kitchens, warehouse, prisoner store, quartermaster at least 25% of work time.

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>
HOWARD, TIMOTHY H	STOREKEEPER SUPERVISOR-1 8	SIMS, BELIRIA A	ACCOUNTING ASSISTANT- A 8

Additional Subordinates

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

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

Management duties described in items 1 through 4.

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

Updated to identify subordinate.

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

The work area is responsible for the administration of the business operations of the facility including administration of the budget, maintenance of facility capital assets, equipment, and inventory, receiving and distribution of supplies, and the Food Service operation. This position serves as the assistant to the Business Manager and directly supervises many of the administrative duties assigned to the work area.

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 business administration, public administration, or a related field.

EXPERIENCE:

Administrative Manager 12

Three years of professional experience involving the application of the principles of finance or in two or more of the following areas of administrative management: human resources, information technology, purchasing, organizational analysis, or property management, including one year equivalent to the experienced (P11) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principals of administrative management, including budgets, office procedures, computer applications, cost analysis, procedural manuals, training, internal controls, skill in facilitating group meetings, ability to assign and coordinate the work of others, set priorities, organize and present information effectively.

Ability to identify and analyze facts in making administrative decisions.

Ability so solve problems and make decisions.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policy and procedures based on information of a conceptual nature.

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.

Appointing Authority

4/24/2017

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