

Position Code

1. DEPTMGR2

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 |
| | Labor and Economic Opportunity (LEO) |
| 3.Employee Identification Number | 9.Bureau (Institution, Board, or Commission) |
| | Bureau of Services for Blind Persons (BSBP) Training Center |
| 4.Civil Service Position Code Description | 10.Division |
| Departmental Manager 13 | Training Center |
| 5.Working Title (What the agency calls the position) | 11.Section |
| Departmental Manager | |
| 6.Name and Position Code Description of Direct Supervisor | 12.Unit |
| Juan F. Ortiz, State Division Administrator-17 | BSBPTC Management |
| 7.Name and Position Code Description of Second Level Supervisor | 13.Work Location (City and Address)/Hours of Work |
| Mike Pemble, Acting Bureau Director | 1541 Oakland Drive, Kalamazoo, MI 49008 Week1: Tuesday-Saturday 3pm-11:30pm Week2: Monday-Friday 3pm-11:30pm *Temporary hours for onboarding for first 90 days: M-F 8-5pm. After 90 days, position reverts to listed 2nd shift schedule. |

14. General Summary of Function/Purpose of Position

Bureau of Services for Blind Persons Training Center (BSBPTC) is a residential training facility for blind persons residing in the State of Michigan who qualify for services under the Bureau of Services for Blind Persons.

The Departmental Manager provides specialized professional and administrative support to the BSBP Training Center. The Departmental Manager will manage a cross section of specialized staff that include Support Services, Dietary, Custodial, and Maintenance Staff. The Departmental Manager will also oversee the completion of Participant class schedules, Dietary menus, event planning, and the maintenance schedules for the facility and vehicle fleet. This position would manage work site fiscal and personnel activities as well as ensuring adherence to department and bureau policies and procedures. Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees. Directs and participates in the development, interpretation, evaluation, and recommendation of policies, procedures, rules, and regulations for the effective operation of programs. May periodically perform any task assigned to subordinate staff, consistent with any licensing or certification requirements. Is a member of the essential staff team.

15. Please describe the assigned duties, the percentage 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 45

Managing and directing the operations of three units- Support Services, Dietary, and Maintenance- Including staff assignments, participant schedules, maintaining a quality control system, analyzing and monitoring a yearly spending plan and managing a variety of personnel activities of the three units.

Individual tasks related to the duty.

- Supervise and evaluate the performance of Dietary, Support Services and Maintenance Personnel.
- Foster a positive and inclusive work environment, promoting teamwork, collaboration, and training.
- Incorporate strategic planning goals for each unit.
- Responsible for developing performance plans, position descriptions, selection memos, and selection plans.
- Manage food service operations, including menu planning, adherence to health standards, health department requirements, and inventory control.
- Maintains a detailed call back and overtime schedule when appropriate.
- Ensures compliance with food safety, nutritional standards, meeting participant's food allergies and dietary restrictions.
- Develop short- and long-range goals for each unit.
- Manage and make assignments for direct reports to ensure coverage and support for all programmatic activities including weekend programs.
- Assures the facility/grounds are safe and clean, and that staff have the necessary equipment and supplies to perform their jobs.
- Assures that building and building system (HVAC, plumbing, generator, etc.) maintenance is regularly performed. Assures that the grounds are well maintained.
- Works with TC Director in connection with orders for food, building equipment/supplies, maintenance needs, and other expenditures to support the operation of the Training Center including analyzing budget variances, suggestions for operational improvements promoting efficiency and accountability.
- Approves purchase requests for supervised units as per established policy.
- Approved work orders.
- Participate in cross-functional training of staff to complete all daily Training Center tasks timely and efficiently.
- Participates in agency strategic planning activities.
- Prepares annual reports highlighted goals and accomplishments of the three units.
- Reviews, monitors and approves daily time and attendance utilizing SIGMA and handles issues related to time and attendance, and labor relations, responds to grievances and corrective disciplines of direct reports.
- Works with the approved schedules of staff to assure the most efficient access for participants.
- May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.
- Performs related work as assigned.

Duty 2

General Summary of Duty 2

% of Time 25

The Departmental Manager ensures the health, safety, cleanliness of the facility and vehicle fleet. Oversees inventory control of equipment, maintenance logs, and has oversight of repairs needed to the facility/equipment and grounds.

Individual tasks related to the duty.

- Ensures the facility is being properly maintained, and in compliance with local ordinances, environmental, State and Federal regulations.
- Conduct regular safety audits and implement corrective actions where necessary.
- Manage emergency systems and procedures, including fire alarms, and evacuation plans.
- Ensures timely resolution to issues to maintain operational efficiency.
- Oversee necessary repairs are completed timely, adequately, as identified.
- Ensures maintenance logs are completed correctly and timely.
- Ensures vendor selection follows SOM established policies.
- Monitors vendor performance to ensure high-quality service delivery.
- Manage access control systems, including keycards or locks.
- Coordinates safety and security needs of the building.
- Prioritizes needed repairs and improvements.
- Coordinates with vendors when direct reports are unavailable.
- Makes recommendations for facility improvements.
- Oversee renovations, refurbishments, and relocations to ensure functionality and cost-effectiveness.
- Forecasts and projects needed repairs, improvements, replacements, and updates to the facility and grounds.
- Oversees vehicle fleet maintenance logs.
- Ensures proper rotation of vehicle fleet to maintain adequate miles.

Duty 3

General Summary of Duty 3

% of Time 20

Event and operational support

Individual tasks related to the duty.

- Coordinate facility needs for events, meetings, or special project.
- Ensures the availability of necessary resources like seating, IT support, utilities and equipment.
- Identify opportunities for improvement and new technology to enhance operations.
- Plan and optimize space utilization for offices, meeting rooms, and other facilities.
- Oversee vendors providing services directly to participants in training, ensuring high-quality services are rendered.
- Ensures afterhours activities are being provided to participants in training by assigned staff (minimum of 1 activity weekly), providing participants an opportunity to engage in social, educational, leisure, or fitness activity.

Duty 4

General Summary of Duty 6

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

- Assist with other duties as assigned

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

Daily decisions in managing the aspects of the BSBP Training Center Dietary, Support Services, and Maintenance units under the Departmental Manager responsibilities and directing staff are made independently which affects staff, the program, participants, and vendors. This position enforces established policies, regulations, and directives for both direct reports and participants in training in an after-hours capacity when the Training Center Director and State Administrative Manager 15 are not onsite.

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

Decisions are discussed with the supervisor when issues arise that are not clearly stated in written policy and procedure, or when new practices are implemented. The supervisor is to also be consulted whenever issues arise that impact the Program or when staff disciplinary action is contemplated.

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.

Working conditions are stressful. The Departmental Manager position requires lifting, sitting, climbing, bending, walking throughout the facility indoors and outdoors. Physical effort is required 100% of the time and environmental conditions may change at any 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. (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> |
|--------------|-------------------------------------|-----------------|--------------------------|
| Anita Taylor | Registered Nurse | Karen Simmons | Cook E7 |
| Vacant | Practical Nurse-Licensed | Kathy Ebbitt | Cook E6 |
| Marcus Brown | Resident Care Aide | Sophia Williams | Cook E6 |
| Karla Piper | Rehabilitation Services Coordinator | Katie Irish | Domestic Service Aide E6 |
| Amy Rausch | Rehabilitation Services Coordinator | Randy Dykstra | Maintenance Mechanic E9 |
| Vacant | Rehabilitation Services Coordinator | Mike Strong | Maintenance Mechanic E_8 |

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. Position description was updated by BSBP Training Center management. This is a new position.

23. What are the essential functions of this position?

The Departmental Manager provides specialized professional and administrative support to the BSBP Training Center. The Departmental Manager will manage a cross section of specialized staff that include Support Services, Dietary, Custodial, and Maintenance Staff. The Departmental Manager will also oversee the completion of Participant class schedules, Dietary menus, event planning, and the maintenance schedules for the facility and vehicle fleet. This position would manage work site fiscal and personnel activities as well as ensuring adherence to department and bureau policies and procedures. Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees. Directs and participates in the development, interpretation, evaluation, and recommendation of policies, procedures, rules, and regulations for the effective operation of programs. May periodically perform any task assigned to subordinate staff, consistent with any licensing or certification requirements. Is a member of the essential staff team.

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

New due to restructuring of Division.

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

The Bureau of Services for Blind Persons Training Center is a residential facility that provides training in the alternative techniques of blindness to blind participants. This position is responsible for oversight of 3 units providing direct services to participants in training, maintaining the building and grounds, which includes a building containing approximately 47,000 square feet of finished space and 26 acres of land.

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:

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:

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty. Considerable knowledge is required at the 12 level and thorough knowledge is required at the 13-16 levels.

Demonstrates knowledge, skills, and capacities in:

- 1) Demonstrating a strong knowledge of day-to-day vocational rehabilitation residential training operations.
- 2) Demonstrating logic and sound judgement under stressful situations.
- 3) Demonstrating leadership qualities, creativity, and professionalism during existing employment situations.
- 4) Demonstrating an ability to lead and manage the Support Services, dietary, and maintenance staff of the Training Center.
- 5) Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating services and personnel.
- 6) Knowledge of food service operations.
- 7) Knowledge of training and supervisory techniques.
- 8) Knowledge of labor relations.
- 9) Ability to instruct, direct, and evaluate employees.
- 10) Knowledge of employee policies and procedures.
- 11) Ability to interpret laws, rules, and regulations relative to the work.
- 12) Ability to formulate plans, procedures, and controls in a program or service area.
- 13) Ability to communicate effectively.
- 14) Ability to organize and coordinate the work of others
- 15) Demonstrate understanding of challenges facing people with disabilities and how print materials as well as electronic documents can be made accessible to the blind and print disabled.

CERTIFICATES, LICENSES, REGISTRATIONS:

ServSafe Certification or willing to secure certification within 6 months of hire date, to be renewed every 5 years is preferred.

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.

Supervisor's Signature

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.

Appointing Authority Signature

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.

Employee's Signature

Date

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