

<b>1. Position Code</b>  CORRSREPA42R
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**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.**

<b>2. Employee's Name (Last, First, M.I.)</b>  _____	<b>8. Department/Agency</b> Corrections/4741
<b>3. Employee Identification Number</b>  _____	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Classification of Position</b> Corrections Resident Representative E-10	<b>10. Division</b> Macomb Correctional Facility
<b>5. Working Title of Position (What the agency titles the position)</b> Hearings Investigator	<b>11. Section</b> Administration
<b>6. Name and Classification of Direct Supervisor</b> State Deputy Warden-1 15	<b>12. Unit</b> Deputy Warden's Suite
<b>7. Name and Classification of Next Higher Level Supervisor</b> Senior Executive Warden 17	<b>13. Work Location (City and Address)/Hours of Work</b> 34625 26 Mile Road, New Haven, MI 48048 40 hrs per week

**14. General Summary of Function/Purpose of Position**

Employees in this class perform in the capacity of enforcing and ensuring that policy and procedures are followed within the facility. This position is located within the state facility and requires prisoner contact. The work requires an extensive knowledge of all policy and procedures as well as knowledge of how each department within the facility function. The position requires good communication skills with staff and prisoners, independent judgement and general office skills. Acts as backup to the Grievance Coordinator when necessary.

**For Civil Service Use Only**

**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 65**

The impartial gathering of information related to the presentation of a disciplinary report. Provides assistance to the prisoner in their preparation of defense to the administrative procedures.

**Individual tasks related to the duty.**

- Reads the report, interviews the prisoners, investigates prisoner's complaints concerning any disagreements with the disciplinary reports to determine if they have merit. Interviews officers and prisoners who witnessed the incident to ascertain what happened. Presents all available relevant evidence at hearings, whether favorable to the prisoner. Advises prisoners of their rights, obligations and responsibilities in hearing.

Duty 2

**General Summary of Duty 2**

**% of Time 10**

Presentation of a major court docket to the Hearings Officer from Lansing as needed to handle the flow of major misconducts, visitor restrictions, Notice of Intents, special designation hearings, legal property hearings and protective custody hearings.

**Individual tasks related to the duty.**

- Pick up disciplinary reports, log them in the appropriate log book, check to ensure that they meet the policy requirements, locate evidence and place it where Hearing Officers have access to it. Attach major misconduct histories. Type dockets and organize them to ensure that non-boundables are heard within seven business days and bondable within fourteen days.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

File maintenance and follow-up.

**Individual tasks related to the duty.**

- Organize and maintain a file system so records can be retrieved or located when needed. File a monthly report with accurate statistical information on major misconduct findings and hearings.

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Maintain a working knowledge of the Grievance Coordinator position.

**Individual tasks related to the duty.**

- Familiarization with policies and procedures applicable to the grievance process.
- As a back-up Grievance Coordinator, coordinate the flow of grievances and ensure they are properly processed, logged and assigned to the facility staff in accordance with PD 03.00.130.

Duty 5

**General Summary of Duty 5**                      **% of Time 5**

Assist with special assignments as needed.

**Individual tasks related to the duty.**

- During ACA, reaccreditation work with Administrative Assistant in compiling documentation. Prepare special reports by category relating to the number and types of misconducts. During mobilization acts as the runner between Control Center and Command Center relaying information.

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.

Decisions are made based on policy.

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

When the grievance is against the Grievance Coordinator the Hearings Investigator may be the respondent and need to seek supervisor's review to ensure that the answer is in compliance with policy.

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.

As with all staff that work on the inside of the prison, responsible to answer personal alarms and to defend myself if assaulted within the prison. to prevent harm to another prisoner or staff person or damage structure which might result in harm to another, and to prevent escape.

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>

20. My responsibility 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.      |

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

**23. What are the essential duties of this position?**

This position performs independently a full range of processing, logging, assigning and follow up on prisoner grievances, utilizing required policies and procedures to ensure compliance.

**24. Indicate specifically how the position's duties and responsibilities have 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 Administrative Office is responsible for the facility, the prisoners, staff and programs. This position ensures the disciplinary process is adhered to and processed in a timely manner.

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

**EDUCATION:**

Completion of high school diploma or General Education Development Certificate and fifteen semester (or 23 term) college credit hours in one or a combination of correctional administration, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement. Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

**EXPERIENCE:**

Two years of experience as a corrections officer, or corrections medical aide, at least one year of which shall have been equivalent to the experienced (E9) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to review misconducts and interact with prisoners. Organizational skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Satisfactory completion of the Department of Corrections annual re-certification and training programs.

*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