

<b>1. Position Code</b>  CORSPV1
--

**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 Shift Supervisor-1	<b>10. Division</b> Macomb Correctional Facility
<b>5. Working Title of Position (What the agency titles the position)</b> Sergeant	<b>11. Section</b> Custody And Security
<b>6. Name and Classification of Direct Supervisor</b> Lieutenant/Corrections Shift Supervisor-2	<b>12. Unit</b> Custody/Housing Administration
<b>7. Name and Classification of Next Higher Level Supervisor</b> Captain/Corrections Shift Supervisor-3	<b>13. Work Location (City and Address)/Hours of Work</b> 34625 - 26 Mile Road, New Haven, Mi, 48048 Hours: 6 Am-2 Pm, 2 Pm-10 Pm, 10 Pm-6 Am

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

Directs and instructs Custody and Housing officers in the performance of their duties. Assures officers remain alert and responsive. Disseminates information to line staff and passes on pertinent information to supervisory staff. Assists in the orderly operations of the shift.

**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 30**

- Ensures all security systems are checked each shift as required by policy and procedure.
- Ensures officers are fit for duty at their work station and performing properly.
- Examines the need for further training, if required.
- Conducts rounds on custody assignments by policy, procedure and established practice.

**Individual tasks related to the duty.**

- Conducts and monitors squad drills.
- Conducts training sessions on shift.
- Conducts fair and timely employee evaluations.

Duty 2

**General Summary of Duty 2**                      **% of Time 30**

During times of severe weather, emergencies and security alarms, assumes on-site control of responses, and positions officers to provide maximum coverage for the situation as deemed necessary.

**Individual tasks related to the duty.**

- Assigns and positions yard officers appropriately.
- Conducts safety checks according to policy and procedure.
- First responder on a scene to handle situations that may affect the safety and security of the facility.

Duty 3

**General Summary of Duty 3**

**% of Time 40**

**Individual tasks related to the duty.**

- Makes notation of corrective actions.
- Clears formal and emergency counts.
- Enters payroll for staff.
- Complies with all policies, procedures, practices and directions from ADW for Custody, Deputy Warden, Warden and from immediate supervisor.
- Schedules staffing vacations, overtime for shift commander's approval.
- Takes arsenal assignments as required.
- Issues weapons.
- Takes inventory of arsenal.

Duty 4

**General Summary of Duty 4**

**% of Time \_\_\_\_\_**

**Individual tasks related to the duty.**

- 

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

Duty 6

General Summary of Duty 6

% of Time \_\_\_\_\_

Individual tasks related to the duty.

- 

**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.**

- Conducts unit, grounds, and area shakedowns and searches for contraband
- Squad drills and training sessions.
- Routine prisoner movement outside of details.

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

Supervises prisoner strip searches and makes staff custody assignment changes based upon the needs of the shift.

**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.**

Standing, sitting, stooping, reaching, walking, running, bending.  
All weather conditions. According to each season - outside weather gear is issued, when needed..

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>
Multiple	Corrections Officers 8		
Multiple	Corrections Officers E9		

20. My responsibility 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 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.      |

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?**

- To ensure officers are alert and fit for duty, and monitor their performance.
- Instructs and counsels staff.
- Holds training squads and drills.
- Assists shift command in daily operations.

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

Due to changes of Administrative Rules, Policy Directives, DOM's, Operational Procedures, etc. Sergeants have become more involved in active supervision of staff in the Custody Department.

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

The availability to work side by side with subordinate staff in order to teach, train and lead. Also, to ensure operations are orderly and in compliance with supervision, regulations, policy and procedure.

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

**EDUCATION:**

Educational level typically acquired through completion of high school and fifteen semester (23 term) college credit hours in one or a combination of the following areas: Correctional Administration, Criminal Justice, Criminology, Psychology, Social Work, Sociology, Counseling and Guidance, Education Psychology, Family Relations, Pastoral Counseling and 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, Corrections Transportation Officer, Corrections Medical Aide, or Special Alternative Incarceration Officer.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Have knowledge of Department Resources and how the Department operates. Have working experience and skills in crisis intervention, supervisor techniques, and have the ability to utilize firearms and riot control techniques.

**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