State of Michigan
Civil Service Commission

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

Position Code
1. CORPCDRAC52R

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-SAGINAW FACILITY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Correctional Facilities Administration
4. Civil Service Position Code Description Corrections Program Coord-A	**10. Division** Saginaw Correctional Facility
5. Working Title (What the agency calls the position) Corrections Program Coordinator – Recreation Director	**11. Section** Prisoner Programs and Services
6. Name and Position Code Description of Direct Supervisor MICHAEL GUERIN; ASSISTANT DEPUTY WARDEN-3	**12. Unit** Prisoner Recreation
7. Name and Position Code Description of Second Level Supervisor MELISSA GODREY; STATE DEPUTY WARDEN-1	**13. Work Location (City and Address)/Hours of Work** 9625 Pierce Road Freeland, MI 48623 / Mon - Fri

14. General Summary of Function/Purpose of Position

This position is primarily responsible to coordinate and supervise prisoner athletic, programming, and leisure time activities in a multi-security level correctional facility housing male prisoners. This position also supervises the photography program at Saginaw Correctional Facility. The work location is located within the secure perimeter of the facility and requires face-to-face contact with prisoners on a daily basis.

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:** **60**

Coordinate and supervise prisoner athletic, programming and leisure time activities, including the photography program.

Individual tasks related to the duty:

- Schedule athletic activities and leagues year round.
- Schedule individual prisoners into activities in the computerized Offender Callout Management System.
- Supervise prisoner recreation official.
- Supervise activities in the gym.
- Supervise assigned programming activities.
- Supervise prisoner hobby craft.
- Supervise prisoner greenhouses.

Duty 2

General Summary: **Percentage:** **20**

Coordinate self-directed prisoner activities such as in-unit activities, yard activities, and special events for holidays.

Individual tasks related to the duty:

- Evaluation, ordering and maintenance of equipment including sports equipment, weights, pool tables, ping pong, foosball, board games, etc.
- Selection of movies for showing to population.
- Distributing prizes.

Duty 3

General Summary: **Percentage:** **10**

Managing budget allocations for Recreation Department.

Individual tasks related to the duty:

- Developing and submitting annual request for PBF and CSS*M budget allocations.
- Member of Leisure Time and Prisoner Benefit Committees.
- Completing procurement requests for equipment maintenance and repair.
- Monitoring expenditures.

Duty 4

General Summary: **Percentage:** **10**

Other duties as assigned.

Individual tasks related to the duty:

- Assisting in providing supervision for other department areas when needed, including library, barber shop, etc.
- Responding to prisoner grievances and written concerns.
- Developing and maintaining department documents including operating procedures. Complete all monthly reports and tool reports.
- Completes audits, as required.
- Maintains and completes all required paperwork for tools located in area.

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

Setting up the athletic schedule and leagues for the year - prisoner population.

Supervising prisoner workers/completing work evaluations - prisoners.

Maintaining and evaluating condition of the athletic equipment - prisoners.

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

Changes/additions/deletions to/from basic menu of activities.

Changes to work schedule.

Expenditures from either PBF or CSS&M budget allocations.

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.

Walking outdoors between buildings daily (approximately 50-100 yards between buildings); standing, bending, lifting/carrying equipment and supplies daily; and supervising athletic activities outdoors for several hours at a time, several days a week during athletic seasons. Sitting at a computer monitor entering data up to two hours daily.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

This position is responsible to ensure prisoners have access to athletic and recreational opportunities to reduce stress, teach teamwork and social skills, and to assist in security of the facility by occupying their free time. Ensure the safe and secure operation of the facility and enforce all Departmental Policies and Facility Operating Procedures.

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

Position will now be responsible for overseeing the chair program that has been incorporated at SRF. This program repairs state-owned chairs and/or re-upholsters them for MDOC facilities throughout the state.

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

The Prisoner Programs and Services Department is responsible for education, special education, career and technical training, recreation and leisure time activities, program classification, chaplaincy, and substance abuse treatment. The athletic and recreation program plays a critical role in assisting the prisoner social skill development and contributes to the overall security of the prison facility by occupying prisoner idle time.

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 criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, physical education or recreation, sociology, school social work, social work administration, educational psychology, family relations, human services, or theology.

EXPERIENCE:

Corrections Program Coordinator 9
No specific type or amount is required.

Corrections Program Coordinator 10
One year of professional experience providing services to inmates, parolees, or probationers in a correctional setting equivalent to a Corrections Program Coordinator 9 Prison Counselor 9, or Parole/Probation Officer 9.

Corrections Program Coordinator P11
Two years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, including one year equivalent to a Corrections Program Coordinator 10, Prison Counselor 10, or Parole/Probation Officer 10.

Alternate Education and Experience

Corrections Program Coordinator 9
Possession of a bachelor's degree in any major and one year of Department of Corrections experience.

OR

Education level typically acquired through the completion of high school and one year as an Assistant Resident Unit Supervisor 11 or Corrections Shift Supervisor 11; or, two years as a Corrections Field Services Assistant E10, Corrections Medical Unit Officer E10, Corrections Resident Representative E10, Corrections Security Representative E10, Corrections Transportation Officer E10, Resident Unit

Officer E10, or Special Alternative Incarceration Officer E10; or, three years as a Corrections Medical Officer E9 or Corrections Officer E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Coordinating and implementing sports leagues for athletic team events, knowledge of sports equipment for commercial use, verbal and written communication skills, computer database, spreadsheet, departmental forms and word processing skills.

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.

I agree with the statements above.

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

MICHELLE FOCO 11/6/2026

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.

Employee **Date**