State of Michigan
Civil Service Commission

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

Position Code
1. CORRSREPA37R

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-ALGER MAX SECURITY CORRECT
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Position Code Description CORRECTIONS RESIDENT REP	**10. Division**
5. Working Title (What the agency calls the position) Hearings Investigator	**11. Section**
6. Name and Position Code Description of Direct Supervisor KIENITZ, TERRY; ASSISTANT DEPUTY WARDEN-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor HUBBLE, PATTI S; STATE DEPUTY WARDEN-1	**13. Work Location (City and Address)/Hours of Work** N6141 INDUSTRIAL PARK DR; MUNISING, MI 49862 / Monday - Friday 0800 - 1630

14. General Summary of Function/Purpose of Position

Performs a full range of Corrections Resident Representative assignments including carrying out the prisoner disciplinary process. The position represents the prisoner’s due process rights and may include representing them at hearings.

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:** **50**

Reviews Class I and Class II misconduct reports for compliance with departmental rules and policies. Coordinate all Class I and Class II prisoner misconduct hearings.
Coordinate any other hearings conducted by the LARA ALJ as required (e.g., Legal Property Hearing, Notice of Intent to Classify to Administrative Segregation, etc.)

Individual tasks related to the duty:

- Investigate prisoner complaints concerning any disagreements with accounts of the disciplinary reports.
- Interviews staff and prisoners who were involved or witnessed the incident.
- Advises prisoners of their rights, obligations and responsibilities in administrative hearings and or possible depositions.
- Present all available relevant evidence at hearings whether favorable or unfavorable.
- Schedule hearing dates with the appropriate hearing officers to ensure hearings are conducted in a timely manner.
- Prepare the misconduct dockets (separate dockets for Class I and Class II misconducts) and identify on the misconduct dockets any and all required documentation for the hearing officer prior to the scheduled hearing date.
- Make available to the hearing officer any evidence, documents, statements, etc. to assist the hearing officer in determining appropriate findings.
- Identify and verify accuracy of misconducts. Misconducts must contain the prisoner name and number, the charge(s), and the correct date in the body of the misconduct to support the charge(s).
- Attends hearings as required.

Duty 2

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

Investigate Class I misconduct charges as required. Provide assistance to prisoners as they prepare their defense to charges.

Individual tasks related to the duty:

- Gather all witness statements and other evidence necessary to conduct a hearing.
- Inform prisoner of his ability to submit a personal statement and written questions to be asked of a witness on a Hearing Investigation Report.
- Obtain answers to relevant questions, not repetitious, and not a threat to facility security.
- Contact any other witnesses and obtain any documents relevant to the charge or that the LARA ALJ requests.

Duty 3

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

Maintain accurate and complete files as required by policy.

Individual tasks related to the duty:

- Keep documents and reports in files for daily use or retention.
- Determine the sanction dates for any discipline imposed for Class I and Class II misconducts and enters into the computer database (COMS).
- Distribute the completed Hearing Report (including the prisoner's copy) within 24 hours.
- Ensure that a copy of the misconduct docket is posted/distributed within the required timeframe and is retained in accordance with the Department's retention and disposal schedule for electronic and paper records.

Duty 4

General Summary: **Percentage:** **5**

Perform Custody and Security Duties.

Individual tasks related to the duty:

- Perform shakedown of staff or prisoners.
- Assist in supervision or control of prisoner as directed by custody supervisor.

Duty 5

General Summary: **Percentage:** **5**

Any other duties as assigned.

Individual tasks related to the duty:

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

Which prisoners to interview in connection with the Misconduct Report. Prisoners primarily affected by my decision.

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

Policy and procedure interpretation and clarification. Resolution of conflicts with staff.

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.

Jobs are located in correctional facilities with direct daily contact with prisoners. Jobs are located in an environment that may be extremely uncomfortable. Job duties require the ability to work in a hostile environment.

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?

Provide the assistance and supervision of the prisoner disciplinary process.

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

Position description update to reflect accurate duties and responsibilities along with new computer applications.

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

The function of the Deputy's area is to control all the day to day activities of a Level IV and Level II Correctional Facility. This position is responsible for providing the supervision and assistance required by prisoners in connection with the disciplinary process.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Completion of 15 semester (23 term) college credits in any field.

EXPERIENCE:

Corrections Resident Representative E10

Two years of experience equivalent to a Corrections Officer or Corrections Medical Officer, including one year equivalent to the Corrections Officer E9 or Corrections Medical Officer E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of departmental and facility rules and regulations. Ability to follow oral and written instructions. Ability to interpret rules and regulations and apply to specific cases. Ability to maintain records and prepare reports. Ability to communicate effectively. Ability to maintain favorable public relations.

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.

MARLA POMEROY 9/16/2026

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**