

1. Position Code

**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.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Corrections/Woodland Correctional Center Facility
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Corrections Shift Supervisor - 1	10. Division Corrections Mental Health Program
5. Working Title of Position (What the agency titles the position) Sergeant	11. Section
6. Name and Classification of Direct Supervisor Corrections Shift Supervisor - 2 (Lieutenant)	12. Unit
7. Name and Classification of Next Higher Level Supervisor Corrections Shift Supervisor - 3 (Captain)	13. Work Location (City and Address)/Hours of Work 9036 East M-36, Whitmore Lake, MI 48189 80 hours Bi-weekly

14. General Summary of Function/Purpose of Position
Direct and instruct custody and housing officers in the performance of their duties and responsibilities. Supervise those officers assigned to their area(s) of responsibility. Assure that the officers remain alert and responsive to any situation that may arise on shift. Perform duties as assigned by the Shift Lieutenant and Captain. Disseminate information to the line staff and pass on pertinent information to the supervisory staff. Assist in the orderly operation of the shift. Utilize supervisor skills.

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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%

The Corrections Shift Supervisor CSS-1 must ensure that all security systems are checked each shift as required to assure the integrity of the security perimeter is maintained. They ensure that all areas in the housing units they supervise are being run in accordance with the unit rules. They ensure that line staff are conducting rounds and enforcing unit rules. The Corrections Shift Supervisor CSS-1 ensures that their units are clean and safe, all inventories are completed, and documentation is done. The Corrections Shift Supervisor CSS-1 will assist with the operation of the shift as required by the Shift Commander.

Individual tasks related to the duty.

- The Corrections Shift Supervisor CSS-1 makes assignment inspections of all areas as directed. They take proper steps to correct unacceptable performance. They conduct and document on-shift training. The Corrections Shift Supervisor may be required to operate the Control Center and the various tasks related to the operation of the Control Center in the absence and at the discretion of the Shift Commander. The Corrections Shift Supervisor may assist with the processing of staff payroll, daily assignments, security monitors, fire drills, and the running of chow-lines. Enforce Policy, Procedure, and Post Orders.

Duty 2

General Summary of Duty 2 % of Time 15%

The Corrections Shift Supervisor CSS-1 supervises mass movement and prisoner activity.

Individual tasks related to the duty.

- The Corrections Shift Supervisor CSS-1 assigns staff to monitor mass movement. They ensure that appropriate custody coverage is provided to ensure safe, orderly movement. The Corrections Shift Supervisor CSS-1 shall make rounds during the time of mass movement to ensure custody coverage.
- This position will also ensure subordinate staff maintain proper supervision of prisoners at all times, during unit activities, meals, off pod movement, etc.
- Reports to and takes command of emergency situations in the absence of higher ranking on scene officers. Gives staff and prisoners clear direction to resolve the situation while maintaining safety, security, and communication.

Duty 3

General Summary of Duty 3

% of Time 20

The Corrections Shift Supervisor CSS-1 processes disciplinary and corrective action and conducts administrative duties necessary to shift.

Individual tasks related to the duty.

- The Corrections Shift Supervisor CSS-1 reviews Notices of Intent and Misconduct Reports for accuracy and pertinent information. The Corrections Supervisor CSS-1 reviews the Notices of Intent and the Major Misconducts with the prisoners ensuring the due process of the prisoner is protected. The Corrections Shift Supervisor documents performance problems with staff along with corrective action taken. The Corrections Shift Supervisor documents and refers work rule violations to his supervisor for further action.
- The CSS-1 is responsible for proper timekeeping to assigned units, entry of activity codes, and timely correction of variances. Ensuring proper scheduling of all functions relevant to shift operations (e.g., vacations, sick leave, training, etc.). Proper preparing of shift schedules. Ensures proper data entry to include OMS, OMNI, Log Entries, etc.

Duty 4

General Summary of Duty 4

% of Time 10%

The Corrections Shift Supervisor is required to be a qualified squad leader and support training.

Individual tasks related to the duty.

- The Corrections Shift Supervisor CSS-1 is responsible for acting in the position of an armed gun squad leader should the need arise. The Corrections Shift Supervisor CSS-1 ensures all subordinate staff complete required on-shift training to include Computer-Based Training, various squads, and read and signs.

Duty 5

General Summary of Duty 5

% of Time 10%

The Corrections Shift Supervisor CSS-1 is responsible for documenting and evaluating the performance of the line staff they supervise.

Individual tasks related to the duty.

- The Corrections Shift Supervisor CSS-1 is responsible for completing annual performance ratings on the line staff they supervise. They are responsible for the daily inspection of line officers both in professional appearance and in fitness for duty. The Corrections Shift Supervisor CSS-1 shall evaluate, document, and refer specific instances to their immediate supervisor for further action.

Duty 6

General Summary of Duty 6

% of Time 15%

The Corrections Shift Supervisor CSS-1 shall assist the housing and treatment team with evaluation and decisions relating to the management of prisoners.

Individual tasks related to the duty.

- The Corrections Shift Supervisor CSS-1 will work closely with Resident Unit Managers, Assistant Resident Unit Supervisors, Prison Counselors, Psychiatrists and Psychologists to develop action and treatment plans for prisoners. The Corrections Shift Supervisor CSS-1 will attend meetings with these classifications and supervise staff ensuring they are adhering to the treatment plans as well as providing prisoners with proper care. Ensures CMOs run quality groups and activities.

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 based upon the normal operation. Decisions may include housing assignments, general operations of the housing units, and staff assignments involving the housing units. Coordination of mass movement and out of cell activities.

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

Prisoner movement which increases security levels. Activities that affect other areas of the institution. Closing of assignments. Closing or stopping of prisoner regular activity. Activities that require overtime. Any decisions that would require authorization of a higher authority.

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.

Physical activities include but are not limited to: standing, sitting, climbing, kneeling, crouching, walking, running, bending, physical restraint of prisoners, manual operation of doors and locks, qualifications with all departmental weapons, qualification and ability to wear respirators and departmental gas masks.

Environmental conditions include: Rain, snow, heat, dust, smoke, noise, odors, contaminated air, bloodborne and airborne pathogens, verbal and mental abuse.

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>
	Corrections Medical Officer E-9		

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 checked="" 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?

The responsibilities and expectations of the Corrections Shift Supervisor require him/her to have extensive knowledge of the operations of the Department and the operations of the prisoner population. To provide custody and security to inmates and staff at the Woodland Center Correctional Facility.

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

Ever changing budget constraints require supervisors to be more creative and flexible to meet the demands placed upon them.

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

This is a first line supervisory position. It is essential to closely monitor staff performance and prisoner activity. Relays pertinent information from/about line staff or prisoners to upper level management. This position is essential to the safe and secure operation of the Woodland Center Correctional Facility.

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

EDUCATION:

Completion of 15 semester (23-term) credits in one or a combination of the following areas: Correctional Administration, Criminal Justice, Criminology, Psychology, Social Work, Sociology, Counseling and Guidance, Educational Psychology, Family Relations, Pastoral Counseling, or Law Enforcement.

