

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-BROOKS FACTY/MUSKEGON TEMP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facility Administration
4. Civil Service Position Code Description DEPARTMENTAL SUPERVISOR-3	10. Division Administration
5. Working Title (What the agency calls the position) Departmental Supervisor	11. Section Records Office
6. Name and Position Code Description of Direct Supervisor KING, CHRISTOPHER; SENIOR EXECUTIVE WARDEN 17	12. Unit
7. Name and Position Code Description of Second Level Supervisor DODDS-DUGAN, CYNTHIA; SENIOR POLICY EXECUTIVE 18	13. Work Location (City and Address)/Hours of Work 2500 S SHERIDAN DR; MUSKEGON, MI 49444 / Monday - Friday: 8:00 am - 4:30 pm

14. General Summary of Function/Purpose of Position

Supervise operations of Earnest C. Brooks Correctional Facility Records Office. Facility time computation expert ensuring all segments of time computations, sentence entry and verification, and lawful and appropriate prisoner release on parole, discharge or transfer to a Community Residential Program. Facility liaison with courts and law enforcement community, testify at court proceedings.

Earnest C. Brooks Correctional Facility is a multi-level prison housing 1238 prisoners.

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: 35

Keep staff at this facility informed of incoming and outgoing transfers, as well as parole and discharge, ensuring the facility's count does not exceed maximum number of prisoners allowed for each facility.

Individual tasks related to the duty:

- Continually monitor prisoner counts at various custody levels at two prisons, projecting number of prisoners transferring in and out.
- Prepare prisoner details containing instructions for transportation officers.
- Maintain contact with housing, school and health care staff to make sure that prisoners intended for transfer are actually eligible to go to the designated destinations and that files maintained by those offices accompany transfer.
- Inform other offices within the facility by phone and/or office bulletin of the upcoming transfer of prisoners.
- Receive information from central office departments instructing the release of specified prisoners on parole or community programs status, and use information to control use of bed space.
- Coordinate with central office classification manager and designee and with transfer coordinators at other facilities the inter-institutional transfer of prisoners into and out of both Earnest C. Brooks Correctional Facility.
- Screen prisoner files for appropriate placement.
- Write transfer orders and inter-institutional prisoner transfer details and get authorizing signatures.

Duty 2

General Summary:

Percentage: 30

Information recording and processing.

Individual tasks related to the duty:

- Read documents received from court and get clarification where needed. This includes phone calls and correspondence with circuit court judges and their staff, explaining errors or discrepancies found, pointing out MDOC interpretations of statutes and applications, and requesting amended sentencing judgements to clarify the court's intent.
- Record information from court documents and MDOC forms into prisoner folders and into computer database. This includes a review of data entered in the Correctional Management Information System (CMIS) and Offender Management Information Network (OMNI) to ensure consistency with documents provided by the court. It also includes a review of the same programs to ensure that MDOC documents such as Major Misconduct & Hearing Reports and Time Review & Dispositions forms are recorded accurately and in the correct sequence, all to certify that prisoner release dates are accurate.
- Proactive search for outstanding warrants or other requests from law enforcement and administrative agencies for custody of MDOC prisoners or notification upon their release. This includes a complete review of the prisoner's folder and electronic inquiries made on the Law Enforcement Information Network (LEIN) and follow up with those agencies to arrange for disposition of any detainer or hold. Notify parole board of any failure to gain clearance from requesting agencies.
- Ensure that all other requirements on pre-release checklists have been met, such as prisoner's DNA sampling, GED completion, signed agreements to register as sex-offender, and medical clearance for release.
- Receive and respond to prisoner grievances as necessary.
- Interview prisoners to explain special circumstances regarding their status with the Parole Board or courts.

Duty 3

General Summary:

Percentage: 10

FOIA Coordinator for Earnest C. Brooks Correctional Facility.

Individual tasks related to the duty:

- Receive and respond to requests for information under the Michigan FOIA act.
- Log requests.
- Obtain documents from staff where records may be located.
- Complete responses to requestor advising them if payment is required and/or if documents are exempt.
- Provides requested copies to requestor when applicable.

Duty 4

General Summary:

Percentage: 10

Supervise and manage records office staff.

Individual tasks related to the duty:

- Interview and hire employees, ensuring compliance with selection requirements.
- Provide orientation to new employees on MDOC and facility operating procedures.
- Identify staff development and training needs and ensures that training is obtained.
- Ensures that current employees meet MDOC yearly training requirements.
- Coordinating activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.
- Approve or deny leave requests in accordance with operational needs, time and attendance guidelines and union contracts.
- Evaluate and counsel employees according to the MDOC and Civil Service Rules and union contracts.
- Provide professional guidance and support to employees on a continual basis.
- Solve problems, resolve conflicts, troubleshoot, address employee grievances.
- Review systems and processes for record office tasks for efficiency and productivity.
- Make final decisions concerning changes or additional needs of work unit.
- Submit proposal for and monitor office budget, approve purchases and supply requisitions.
- Conduct meetings and monthly reports for the work area.

Duty 5

General Summary:

Percentage: 5

Review and rewrite designated operating procedures and audit compliance.

Individual tasks related to the duty:

- Read all policy and procedure updates upon issue.
- Review assigned procedures at least annually, seeking input and comments from affected staff, and updating or reviewing procedures as required, ensuring policy compliance.
- Conduct audits on assigned procedures, gathering documents and observing practices and submitting reports to Warden on the level of compliance.

Duty 6

General Summary:

Percentage: 5

LEIN (TAC) Coordinator

Individual tasks related to the duty:

- Provide training and access to the LEIN system for all staff required to have access as part of their job duties.
- Process all LEINs as requested by staff as appropriate.
- Ensure all LEIN users have been fingerprinted
- Running and reviewing monthly LEIN log.

Duty 7

General Summary:

Percentage: 5

Maintain the Records Retention for Earnest C. Brooks Correctional Facility.

Individual tasks related to the duty:

- Categorize records sent to storage area to determine specific placement for storage.
- Review labeling of boxes and notify other departments if boxes are improperly marked.
- Supervise the destruction or recycling of outdated records.
- Accompany other facility staff to record retention area, advising them on organization of categories and assisting them in the retrieval of documents.

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

Prioritizing tasks for self and subordinates within limits of deadlines imposed by supervisors and/or policy/procedures, which affects all staff. Interpretation of court documents, LEIN responses and calculation of prisoner time computation. The appropriate release of prisoners into the community is based on the accuracy of work performed in this area. The staff, prisoners and public safety are affected here as crimes attributed to mistakenly early prisoner releases often result in harm to the public and liability to the department.

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

Determining the security arrangements and equipment used by staff when they escort prisoners off property. Also, all revisions to operating procedures are submitted to the supervisor for approval.

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.

About one hour per week of lifting heavy boxes of records. Handling of hazardous materials (photocopier toner). Otherwise, general office working conditions.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
2	DEPARTMENTAL TECHNICIAN-E 7		

Additional Subordinates

20. This position's responsibilities 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. |

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 the supervisor of Records Office at Earnest C. Brooks Correctional Facility. It is responsible for managing the record office functions for all prisoners residing at these facilities and supervising the staff in each office. This position independently interprets sentencing information and ensures appropriate release of prisoners to the community through parole or discharge.

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

The position has gone from being assigned to three facilities to two after the re-opening of MCF. The position no longer serves as a backup to the Litigation Coordinator.

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

The function of the work area is to maintain correct sentence records, compute accurate release dates and ensure the appropriate release of prisoners. The position supervises the work areas, maintaining control of all functions within the work areas and ensuring staff are properly trained and supervised.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Supervisor 12

One year of experience equivalent to a Departmental Supervisor 11 or experienced-level professional; or two years equivalent to a Departmental Supervisor 10, Office Supervisor 11 and 12, Secretary Supervisor 11, experienced-level technician or paraprofessional.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the following: Rules, regulations, policies and procedures, and terminology used in the work; techniques of using reference materials and organizing data for preparing and using reports; techniques used in interviewing and obtaining information; office supervision, including organization, work flow, forms, supplies, equipment, and procedures related to filing, recordkeeping, correspondence, mail, procurement, supply inventory, and duplicating; training and supervisory techniques. Ability of the following: interpret, explain, and apply complex laws, rules and regulations; analyze and critically assess data and operations in terms of management controls, systems and procedures, and to make recommendations for change; conduct training and information sessions; maintain records, prepare reports and compose correspondence related to the work; communicate effectively; and, 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.

Appointing Authority

4/2/2014

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