

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DMSRADEAA21R

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 MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description DOMESTIC SERVICES AIDE-A	10. Division Administrative Services
5. Working Title (What the agency calls the position) DSA Lead Worker	11. Section Housekeeping
6. Name and Position Code Description of Direct Supervisor ; DOMESTIC SERVICES SPV-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor TAYLOR, LINDA; DOMESTIC SERVICES SPV-3	13. Work Location (City and Address)/Hours of Work 8303 Platt Road, Saline, MI 48176 / 11:30 A.M. - 8:00 P.M or as required

14. General Summary of Function/Purpose of Position

This is an advanced level position functioning as. a lead worker in housekeeping, overseeing and inspecting the work of other domestic service aides. Also responsible for maintaining the patient clothing and linen inventories using an automated system, SIGMA. This position provides instruction and training to DSA 5 and E6 levels. Performs a variety of housekeeping services to maintain a safe, clean, neat and sanitized environment for all patients, staff, and visitors.

This position will be responsible for Patient Clothing/Linen Room such as, record keeping, washing, drying folding, sorting, labeling/stamping and maintaining the inventory of clothing and/or linen using an automated inventory system, SIGMA. Processes clothing/linen requests and measures patients for correct sizing. Delivers soiled linen to designated area for pick-up by contract vendor, picks up, unloads/loads clean linen onto/off of clean linen carts/shelves, delivers clean linen to designated areas, replenishing unit linen rooms. Maintains a clean and organized Clothing/Linen Room.

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

Oversees the work assignments of Domestic Service Aides 5 & E-6's while performing housekeeping duties as needed.

Individual tasks related to the duty:

- Monitors the work of Dsa E-5 and E-6's.
- Inspects work in progress and finished product ensuring DSA adherence to standard procedures, methods, practices and techniques.
- Provides instruction and training in proper procedures/methods of processes.
- Inventory equipment.
- Maintains power equipment, ensuring it is clean and in safe operational use.
- Submits requests for maintenance services, as needed, via email.
- Mixes and labels cleaning solvents.
- Stocks and labels supplies.
- Perform housekeeping duties as needed.
- Vacuums, sweeps, dust mops, wet mops, scrubs, strips, waxes and buffs floors using required equipment.
- Shampoos carpets, floor mats and cloth furniture, using required equipment.
- Picks up needed supplies from warehouse or other locations, using State vehicle, dollies/flat carts.
- Puts stock in appropriate storage area.
- Labels all chemicals with Hazardous Identification labels.
- Arranges furniture and completes set-ups for functions at the facility.
- Perform other related duties as assigned.

Duty 2

General Summary:

Percentage: 30

Processing of patient/client clothing.

Individual tasks related to the duty:

- Receives and checks in deliveries of patient/client clothing.
- Measures patients for new clothing.
- Fills appropriate clothing requests, labels clothing and delivers patient/client clothing to living units.
- Maintains clothing Inventory using an automated inventory system, SIGMA
- Maintains record keeping.
- Ensures Clothing Room is clean and organized
- Process orders for patient clothing as needed.
- Perform other related duties as assigned..

Duty 3

General Summary:

Percentage: 20

Processing of linens.

Individual tasks related to the duty:

- Transports soiled linen to designated area for pick-up by contract vendor.
- Receives clean linen deliveries from vendor.
- Unloads clean linen carts and restocks shelves.
- Checks ward/unit linen supplies and replenishes as necessary.
- Checks condition of clean linen.
- Maintain inventory of linen supplies using an automated inventory system, SIGMA.
- Stamps/labels new linen deliveries.
- Ensures Linen Room and unit Linen rooms are clean and organized
- Process order for linen supplies as needed.
- Perform other related duties as assigned.

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

Uses independent judgement in making decisions requiring the application of policies, procedures and practices of a lead worker covering specific situations.

The health and safety of patients, staff and visitors, as well as the physical environment are affected by these decisions.

Correct application of policies, procedures and practices ensures a healthful environment for all.

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

Decisions which require an interpretation of the content of reference manuals and guidelines, including the CFP Administrative Manual, Housekeeping Policy and Procedure Manual, JC Standards, OSHA and MIOSHA Standards and various manuals and references provided by manufacturers of housekeeping equipment and supplies.

Decisions that require approval and review would be supply and equipment purchases.

Assigning work to DSA E-5 and DSA E-6's.

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.

Standing, sitting, climbing, stooping, balancing, kneeling, crouching, reaching, lifting, carrying, walking, and bending, frequently. This position requires the employee to move heavy objects in excess of 50 pounds occasionally. Must be able to demonstrate the appropriate use of housekeeping equipment and move/transport loads/equipment in excess of fifty (50) pounds periodically.

Physically exposed to hazardous waste, fecal, urine, blood, infectious waste, chemicals, wet, cold, heat, dust and odors frequently; noise, fumes, fire and vibration occasionally.

Exposed to these conditions at any time during a typical work day.

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>
	DOMESTIC SERVICES AIDE-E 5/E6		DOMESTIC SERVICES AIDE-E 5/E6
	DOMESTIC SERVICES AIDE-E 5/E6		DOMESTIC SERVICES AIDE-E 5/E6

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

Management prepared.

23. What are the essential functions of this position?

Oversee the work of DSA E-5 and E-6's.

Knowledge and ability to maintain proper floor care.

Process and maintain Patient Clothing inventory.

Process and maintain Patient Linen inventory.

Maintaining a clean and safe environment.

Knowledge and use of a personal computer

knowledge and ability to perform housekeeping duties

Ability to lift and/or move heavy objects

Ability to work overtime as needed.

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

This position is now responsible for maintaining the patient clothing and linen inventory using an automated inventory system, SIGMA. These tasks have been added to duty 2 and duty 3. Other duties and tasks were consolidated, including floor care duty/tasks being added to duty 1, and overall duty percentages adjusted as well.

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

To provide a clean, disinfected service to the Center For Forensic Psychiatry, a diagnostic evaluation center for persons charged with criminal offenses and an inpatient hospital for persons receiving psychiatric treatment.

This position provides, as well as oversees the services of the Housekeeping Department to ensure a safe, clean, disinfected and healthy environment for the Patients/Clients, Visitors and Employees.

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

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Domestic Services Aide 7

Thirty months of experience equivalent to a Domestic Services Aide, including one year equivalent to a Domestic Services Aide E6 in a specific area of work such as food service, housekeeping, clothing or laundry.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification. In addition:

- Ability to explain instructions and guidelines to others effectively.
- Ability to train and assign work to employees.
- Ability to prioritize the work of entry and experienced-level Domestic Services Aides.
- Ability to organize and coordinate work assignments.
- Minimal computer experience; must be able to send and receive e-mail work requests.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Positions within this classification are assigned job duties that may require a valid drivers license to operate designated state vehicles.

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.

N/A

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

EMILY WILLIAMS

Appointing Authority

3/1/2024

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