

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

Position Code 1. DOMSSPV2A03N

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 SPV-2	10. Division Administrative Services
5. Working Title (What the agency calls the position) Domestic Services Supervisor 9	11. Section Housekeepig
6. Name and Position Code Description of Direct Supervisor TAYLOR, LINDA; DOMESTIC SERVICES SPV-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor TAYLOR, LINDA; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work / Monday - Friday, 6:00am - 2:30pm, or as required

14. General Summary of Function/Purpose of Position

Assist the Director of Housekeeping in the overall operations of the department, supervising Domestic Services Aides in the methods, techniques, and industry standards of maintaining a clean, sanitary environment for the patients/clients, employees, and visitors of the Center for Forensic Psychiatry. Also, maintains appropriate level of clothing and clean linen supplies. Assigns, instruct, supervise, train employees and inspects their work for completeness, quality, and standard compliance. This position is responsible for ensuring and maintaining adequate supplies and equipment used in housekeeping services.

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: 70**

Supervision of the daily operations in the housekeeping department. Ensuring a clean and sanitized environment.

Individual tasks related to the duty:

- Schedule work assignments for department employees and set priorities.
- Make routine tours of the facility to ensure compliance to daily work instructions.
- Prepare staff schedules.
- Approve and/or deny annual/sick leave request.
- Provide orientation, training and assignments to new employees.
- Identify staff development and training needs.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Monitor employees time and attendance.
- Approve timesheets in SIGMA.
- Issue corrective and/or disciplinary actions.
- Ensures proper labor relations and conditions of employment are maintained.
- Maintain records, prepare reports related to work assignments, staff training, equipment, and supplies.
- Provide on-going training of department and hospital policies/procedures.
- Instruct employees on proper use and care of equipment.
- Ensure adherence to all safety procedures.
- Conduct Annual Performance Reviews.

Duty 2**General Summary:****Percentage: 10**

Maintain sufficient supplies and ensure equipment is working properly.

Individual tasks related to the duty:

- Order cleaning supplies and/or equipment replacement parts as needed.
- Maintain sufficient supplies to ensure work can proceed without interruption.
- Schedule routine maintenance for equipment.
- Ensure cleaning supplies are distributed to various departments upon request.
- Ensure clothing marking machine is cleaned daily.

Duty 3**General Summary:****Percentage: 10**

Ensure the department maintains an appropriate level of clothing items to provide to patients as needed.

Individual tasks related to the duty:

- Review daily unfilled clothing requests.
- Ensure clothing records and files are being maintained.
- Order and maintain the appropriate level of clothing.
- Ensure the clothing room is maintained in a clean, orderly fashion.
- Ensure patients' clothing are marked appropriately.

Duty 4**General Summary:****Percentage: 10**

Ensure the department maintains an appropriate level of clean linen supplies and the delivery service is meeting the expected outcome.

Individual tasks related to the duty:

- Ensure the Linen Room is clean and organized and free of unnecessary clutter.
- Ensure linen shelves are free of dirt and dust.
- Ensure linens are sorted to unit(s) requirements and delivered in a timely manner.
- Ensure delivered linens are sorted and inspected for worn or torn conditions.
- Ensure ordered supplies are recorded and filed correctly.
- Reviews the delivery service provider performance outcome to ensure expected outcome is met.

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

This position is a supervisor making decisions such as work assignments, directing DSA E-5 and DSA E-6 activities, using judgement in making decisions requiring adherence to procedures and practices to specific work situations. Acts independently in the absence of the Director of Housekeeping.

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

Decisions which require an interpretation of reference manuals and guidelines, including the Housekeeping Department Policy and Procedure Manual, manufacturer manuals of parts, material, tools and equipment utilized by the Center for Forensic Psychiatry.

Disciplinary issues.

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.

Moderate physical effort is required when performing work in this field such as walk, stoop, stand, crawl, climb a ladder.

Must be able to demonstrate the appropriate use of housekeeping equipment and push/pull/lift equipment in excess of fifty (50) pounds.

Hazardous waste, fecal, urine, blood, infectious waste, chemical, wet, cold, heat, noise, dust, odors, fumes, fire and vibration.

Exposed to these conditions at any time during a typical workday.

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>
RUMLER, SHERRY L	DOMESTIC SERVICES AIDE-A 7	MONTY, LORETTA A	DOMESTIC SERVICES AIDE-A 7
DONNER, DANIEL M	DOMESTIC SERVICES AIDE-E E6	MITEEN, SCOTT W	DOMESTIC SERVICES AIDE-E E6
MORGAN, MATILDA W	DOMESTIC SERVICES AIDE-E E6	RODRIGUEZ, ROSA W	DOMESTIC SERVICES AIDE-E E6
CLABON, KEITH W	DOMESTIC SERVICES AIDE-E E6	BRAUNSTEIN, JACK W	DOMESTIC SERVICES AIDE-E E6
MAYS, ANGEL W	DOMESTIC SERVICES AIDE-E E6	BOWERS, KIMBERLY A	DOMESTIC SERVICES AIDE-E E6
SPRAGG, RUTH A	DOMESTIC SERVICES AIDE-E E6	MASON, GENNIFER A	DOMESTIC SERVICES AIDE-E E6
WOODS, DENA L	DOMESTIC SERVICES AIDE-E E6	KISHPAUGH, JESSICA L	DOMESTIC SERVICES AIDE-E E6
OSBORN, CALEB M	DOMESTIC SERVICES AIDE-E 5	RANDOLPH, REBEKAH E	DOMESTIC SERVICES AIDE-E 5
HEMMINGWAY, PROPHET S	DOMESTIC SERVICES AIDE-E E6		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

Assist the Director of Housekeeping in the overall operations of the department, supervising 16 employees in the methods, techniques, and industry standards of maintaining a clean, sanitary environment for the patients/clients, employees, and visitors of the Center for Forensic Psychiatry. Also, maintains appropriate level of clothing and clean linen supplies. Assigns, instruct, supervise, train employees and inspects their work for completeness, quality, and standard compliance. This position is responsible for ensuring and maintaining adequate supplies and equipment used in housekeeping services.

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

Request to update position description for recruitment purposes to have a current position description on file. No major changes to duties/responsibilities except that the position has taken on supervision of an afternoon shift that was recently established.

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

The Center for Forensic Psychiatry is a diagnostic evaluation center and an inpatient hospital for persons charged with criminal offenses to determine if a circuit court trial will be held or if the person(s) will be hospitalized for psychiatric treatment.

This position works with all hospital departments providing all the necessary services to ensure a clean and sanitized environment in compliance with TJC and other regulatory agencies.

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 Supervisor 9

Three years of experience equivalent to a Domestic Services Aide 6 working in a dining room; two years equivalent to a Domestic Services Aide 6 in a custodial or laundry service or a Launderer 6; or, one year equivalent to a Domestic Services Aide 7 in a custodial service or a Domestic Services Supervisor 8.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Knowledge of standards of sanitation and cleanliness in a large-scale clothing, custodial, dining room, and/or laundry service.
- Knowledge of occupational hazards; and safety rules, regulations, and procedures required in administering domestic service programs.
- Knowledge of equipment used in maintaining a clean and sanitized environment.
- Knowledge and ability to maintain a clean and sanitary environment for patients/clients, staff and visitors.
- Ability to maintain inventories, and requisition supplies and equipment.
- Ability to instruct, supervise, and train employees.
- Ability to communicate effectively, both oral and written.
- Ability and availability to work 40 hours/week and overtime as required.
- Ability to instruct, supervise, and train staff.
- Ability to work around and/or interact with unpredictable psychiatric patients.
- Effective communication skills, both oral and written.

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:

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

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

7/8/2021

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