

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) Corrections Facility Administration
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Earnest C. Brooks Correctional Facility
5. Working Title (What the agency calls the position) Departmental Technician	11. Section General Office Services
6. Name and Position Code Description of Direct Supervisor BREGE, HOPE; DEPARTMENTAL SUPERVISOR-3 12	12. Unit Record Office
7. Name and Position Code Description of Second Level Supervisor KING, CHRISTOPHER; SENIOR EXECUTIVE WARDEN 17	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

The Record Office is a complex work area responsible for the interpretation of court documents, intake and release of all prisoners, transfer of prisoners within and outside of the Department, processing of all pending felony charges and outstanding felony warrants. The Record Office ensures the daily prisoner count is accurate based on the completion of the daily bulletin and review of all movements into and out of the facility. This position researches and analyzes data from MDOC and outside agency databases and prepares reports on a daily basis to assist other facility staff. Review and interpretation of data from the Law Enforcement Information Network (LEIN), Offender Management Network Information system (OMNI), Corrections Management Information System (CMIS), and Michigan Criminal Justice Information Network (MiCJIN) are necessary to complete all tasks. This position is responsible for data entry, file maintenance, and technical duties related to prisoner misconducts.

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: 60

Transfer Coordinator – Track the force feed of prisoners from other facilities or the one for one trades ensuring the incoming prisoners are eligible to be housed at the facility based on security level, programming requirements, mental/physical/dental needs and dietary needs.

Individual tasks related to the duty:

- Receive the force feed list from the CFA/Classification team. Reviews each prisoner need and security level to determine if they will fit within the institution.
- Receives requests from transfer coordinators across the state to accommodate the need to move prisoners from within the institution.
- Coordinate the move of all prisoners within the institution including health care, education, custody, housing management with staff members to ensure all transfers are appropriate.
- Coordinate the move of all prisoners with the transportation team, both the regional cadre as well as the institutional transportation team members to ensure movement is completed in the most appropriate and secure manner.
- Ensure the classification screens are completed, prepare the transfer orders, and follow through the CFA Classification team approval process.
- Prepare the movement of the prisoner files including the completion of the Transfer In/Out Checklist to ensure the receiving facility is properly notified of the status of the prisoner and that the prisoner meets that facility's needs.
- Ensure pools of prisoners are kept, identifying different prisoner traits are noted, in advance of a force feed to ensure that an easy move from one facility to another is accomplished.

Duty 2

General Summary:

Percentage: 20

Writ duties – Oversee the receipt, processing, facility coordination, and completion of all requested prisoner communications from courts and outside law enforcement agencies.

Individual tasks related to the duty:

- Receive each Writ or writ notification from the Central Writ group or the court and confirm the writ is for an appropriate proceeding and is authentic. Review questionable legal communication requests to determine if the case should be referred to the Office of the Attorney General.
- Interpret legal communication requests in accordance with court orders, Michigan Compiled Laws, and policies/procedures of the Michigan Department of Corrections.
- Coordinate with the Central Writ group, transportation team, and other members of the facility staff to have the prisoner available at the appropriate time to complete the proceeding.
- Coordinate with the requesting court to ensure that for all video and telephonic conferences, proper court rules are being followed.
- Ensure all documents and exhibits that are needed to complete the proceedings are received, tracked, and provided to the prisoner in a timely fashion to ensure due process rights are adhered to.
- Upon the completion of any proceedings, follows up with the court, Central Writ group, and/or the transportation team to identify what occurred at the proceeding and how the facility should plan to move forward with the next proceeding if one is necessary.
- Process the appropriate pending charge detainers and notify the Central Records Section/Specialist Unit of any subsequent prison sentences that were imposed.

Duty 3

General Summary:

Percentage: 10

Intake of all prisoners – Review the prisoner record, both the paper and electronic files, to ensure compliance with all MDOC policies/procedures and Michigan statutes.

Individual tasks related to the duty:

- Review the record for Sex Offender Registration requirements and if necessary change the address of the offender in the Michigan Criminal Justice Information Network (MiCJIN).
- Review the file for in state pending felony charges and if found, ensure proper statute and policy/procedures have been followed or bring the case up to the appropriate steps.
- Review the file for out of state pending complaint, information, indictment or warrant and processing according to the Interstate Agreement on Detainer Act, Governor's warrant process or the Extradition proceedings.
- If court proceedings have begun, ensure the prisoner's due process rights have been followed and all pending proceedings are respected. Ensure all video and telephonic proceedings are strictly adhered to and the transportation team is informed of upcoming proceedings.

Duty 4

General Summary:

Percentage: 10

Miscellaneous duties

Individual tasks related to the duty:

- Ensure only documents that are formally distributed to the Record Office file are secured in the file and ensure that the files are kept in the proper, chronological order.
- Answer prisoner kites using the most advanced tools available including CMIS, OMNI, Court Register of Action sites both state and federal, online communication with law enforcement agencies, and other Department of Correction's websites.
- Complete the Daily Bulletin for each individual facility and ensure that the count for that facility is reconciled exactly each and every day.

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

Determine work priorities independently keeping in mind transfer and release deadlines. Determine appropriate agency/office/department based on available information when supervisor is not available for assistance. Contact the Parole Board to ensure parole grants are suspended when appropriate or to bring questionable information to the attention of the Parole Board. Interpret the LEIN/NCIC information to determine the status of a charge/warrant to ensure due process rights are adhered to and correct classification level is adopted. Interpret court documents in accordance with Michigan statute, court rules, MDOC policies and procedures.

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

Clarification of Michigan statute, court rules, and MDOC policy and procedure. Questions regarding pending charges or detainees or the IAD/Extradition process. Workload prioritization when unable to make an independent decision.

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.

This position requires sitting for an extended period of time while reviewing documents in physical files along with data on the screen. Moderate physical effort is required in the performance of this position including stooping, stretching, bending, and lifting (stacks of files). This position is challenging and technical in nature due to the complex duties and decisions that need to be made on a daily basis. This position can be deeply stressful due to the nature of the ramifications that may occur if one error is made and the fact that public safety is at issue.

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):

- Complete and sign service ratings. 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?

The Record Office is a complex work area responsible for the interpretation of court documents, intake and release of all prisoners, transfer of prisoners within and outside of the Department, processing of all pending felony charges and outstanding felony warrants. The Record Office ensures the daily prisoner count is accurate based on the completion of the daily bulletin and review of all movements into and out of the facility. This position researches and analyzes data from MDOC and outside agency databases and prepares reports on a daily basis to assist other facility staff. Review and interpretation of data from the Law Enforcement Information Network (LEIN), Offender Management Network Information system (OMNI), Corrections Management Information System (CMIS), and Michigan Criminal Justice Information Network (MiCJIN) are necessary to complete all tasks. This position is responsible for data entry, file maintenance, and technical duties related to prisoner misconducts.

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

The entry of prison sentences and computation of release dates has been removed from the facility record office duties. Transfer coordinator duties were added as a record office function. The complexity of release processing, whether on to parole or discharge on the maximum term has significantly increased and the complexity of ensuring pending charges, i.e. LEIN/NCIC queries are properly reviewed, documented and followed up upon has increased.

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

The Records Office is responsible for accurate record keeping for every prisoner in every facet of the prisoner's record including but not limited to classification, transportation, transfer, detainer processing and release processing. Prisoner records must be kept according to statute, administrative rules, department policy and institutional operating procedure. The office interacts with other facility work areas, attorneys, courts, law enforcement agencies, and the public. This Departmental Technician position is involved with every function in the facility Record Office. The Record Offices provide critical information for the safety of prisoners, staff and the public in and outside the prison.

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

EDUCATION:

Possession of a high school diploma or a GED certificate.

EXPERIENCE:

Departmental Technician 7: One year of experience performing experienced-level administrative support activities equivalent to the 7-level in state service. Departmental Technician 8: One year of experience as a technician or paraprofessional equivalent to the entry level in state service. OR One year of experience performing advanced-level administrative support activities equivalent to the 8-level in state service. Departmental Technician E9: Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service. OR One year of experience performing advanced secretarial or supervisory administrative support activities equivalent to the 9-level in state service. Alternate Education and Experience Departmental Technician 7: Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement. Departmental Technician 8: Possession of a Bachelor's degree may be substituted for the experience requirement. Departmental Technician E9: Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of the MDOC policies and procedures related to prisoner record keeping including but not limited to classification, transportation, transfers, time computation, detainer processing, extradition/IAD and prisoner release.

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

6/18/2013

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