

<b>Position Code</b> 1. DEPTSPV3A08N
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2.Employee's Name (Last, First, M.I.)</b> Vacant	<b>8.Department/Agency</b> Corrections / 4741
<b>3.Employee Identification Number</b>	<b>9.Bureau (Institution, Board, or Commission)</b> CFA
<b>4.Civil Service Position Code Description</b> Departmental Supervisor-3 12	<b>10.Division</b> MACOMB CORRECTIONAL FACILITY
<b>5.Working Title (What the agency calls the position)</b> Records Office Supervisor	<b>11.Section</b> Records Office
<b>6.Name and Position Code Description of Direct Supervisor</b> Administrative Manager	<b>12.Unit</b>
<b>7.Name and Position Code Description of Second Level Supervisor</b> Senior Executive Warden	<b>13.Work Location (City and Address)/Hours of Work</b> 34625 26 MILE ROAD , NEW HAVEN, MI 48048 8:00 A.M. – 4:30 P.M.

**14. General Summary of Function/Purpose of Position**

Manage and supervise operations, files and staff of the Macomb Correctional Facility (MRF) Record Office. Hire and train new and current employees in Record Office duties and LEIN functions. Records, reviews and verifies the validity of prisoner releases, Writs, transfers and database entries. Coordinates all new/amended judgment of sentences and time reviews with the Central Time Computation Unit (CTCU) for processing, entry and distribution upon completion. Answers correspondence from prisoners, phone and emails from staff, public, courts, etc. Maintains Record Office budget. LEIN Terminal Agency Coordinator (TAC). Utilizes OMS, OMNI, LEIN, Offender Watch, e-mail, Judicial Data Warehouse (JDW) and other various court databases and websites to complete daily duties. Ensures pending charges and detainees are processed according to the Record Office Manual. Ensures all Record Office operating procedures are updated in a timely manner. Acts as back-up Transfer Coordinator when necessary.

**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 of Duty 1**

**% of Time 25**

Coordinates all new/amended judgment of sentences and time reviews with the Central Time Computation Units, Quality Certification Unit (QCU) and Sentence Processing Unit (SPU) for processing, entry and distribution upon completion. Misconduct Entry, audit and forfeiture process.

**Individual tasks related to the duty.**

- Tracks and ensures all new/amended judgment of sentences and other pertinent court orders are scanned to SPU promptly upon receipt.
- Ensures all judgment of sentences, basics, PSI's and any other court orders are distributed appropriately upon notification from SPU.
- Ensures documents on the daily Print List and Documents Requested list are printed and/or provided in a timely manner.
- Receives the Time Review list and all Time Review and Disposition's (TRD's) received monthly. Distributes TIS Annual reviews with dates to Record Office file (RO), Counselor file, Central Office file and Prisoner.
- Sends all DC Annuals, DC Min, DC Max and TIS Reviews without dates (has time available to be restored) to the Housing Units for committee review then to the Warden for final decision. Enters all DC Annuals into OMS, then prepares the TRD in OMNI and distributes to RO file, Central Office file and Prisoner, then scans a copy to QCU. Scans all DC Min and DC Max Reviews to QCU for entry and then when notified of completion, distributes to RO file, Central Office file and Prisoner.
- Ensures misconducts are entered within 24 hours of receipt and audited for any corrections. Reviews all class I misconducts for possible forfeiture review. Compute time available to be forfeited for those eligible. Prepare Forfeiture Information Sheet for Warden's review, enters Warden's decision in OMS, prepares a TRD and distributes to RO file, Central Office file and Prisoner, then scans a copy to QCU.

Duty 2

**General Summary of Duty 2**

**% of Time 10**

Management/Supervision of Record Office staff.

**Individual tasks related to the duty.**

- Interviews, selects and assigns staff appropriately.
- Coordinates and assigns employee workloads based on needs and priority.
- Evaluates employees and performs disciplinary actions as needed.
- Authorizes annual and sick leave for employees
- Maintains user manuals and instructions which are easily accessible for employees.
- Ensures all Operating Procedures for the Record Office are updated yearly.
- Schedules employees for mandatory MDOC training.
- Fills in for all Record Office positions when needed.
- Conducts meetings with employees as necessary and required.

Duty 3

**General Summary of Duty 3**

**% of Time**

Parole, Discharge, Court Order Releases and Writ Processing

**Individual tasks related to the duty.**

- Ensures parole and discharge lists are reviewed in OMS twice a week.
- Ensures appropriate checklist is completed properly and all other necessary documents are completed and received prior to all releases.
- Ensures prisoners are released on their correct release date after verification of QCU release audits and/or authorization of CTCU Specialists.
- Ensure files are sent to storage for all paroles and discharges, or sent directly to a CTCU Special for court releases.
- Ensures all Writs are coordinated via the Centralized Court/Writ Unit and handled in a timely manner.
- Follows up on all Writs to ensure proper documentation is received and updated in OMNI.
- Ensures any new/amended sentencing paperwork is tracked and sent to SPU.
- Tracks Out to Court list in OMNI to ensure prisoners are returned to the facility, movement entered properly and documents are received.

Duty 4

**General Summary of Duty 4**

**% of Time 20**

LEIN Terminal Agency Coordinator (TAC). Pending Charges process.

**Individual tasks related to the duty.**

- Trains Record Office staff as LEIN Operators.
- Attends TAC training every 2 years.
- Completes various TAC duties including handling audits.
- Ensures LEIN is ran on intake and release of all prisoners using all full names, alias names, dates of birth, social security numbers, SID and FBI numbers.
- Ensures OMNI detainer reports are reviewed at least monthly and follows up where needed.
- Ensures reviews are completed for any possible pending charges via LEIN, OMNI, PSI and court databases.
- Coordinates contacts with courts, prosecutors, law enforcement agencies, probation departments, etc. via phone calls, LEIN administrative messages or letters in order to clear up any pending charges
- Ensures reviews are completed for LEIN Criminal History missing final dispositions. If information is located notifies the Michigan State Police to add to the charge/judicial segments. If not, then follows up with the Prosecutors Office and Arresting agency for clarification whether the charge is still pending via letters, phone, or database reviews.
- Facilitates Interstate Agreement on Detainers (IAD) process with out of state agencies, prisoner, Michigan State Police, Lapeer County Prosecutor and Michigan IAD Office.

Duty 5

**General Summary of Duty 5**

**% of Time 20**

Supervises the maintenance of prisoner records information, operations and general office duties.

**Individual tasks related to the duty.**

- Liaison with MDOC Records Administrator, Parole Board and MDOC Terminal Agency Coordinator by receiving and sharing information with staff regarding procedures, policies, changes and rules.
- Answers inquiries regarding prisoner records and record keeping by phone, written correspondence and/or electronically.
- Authorizes documents including supply orders, Writs, transfer orders, releases, various Record Office lists, daily bulletin, daily checklists.
- Ensures files and prisoner information is maintained accurately and confidentially.
- Ensures filing is kept in order and filed as quickly as possible.
- Ensures entries of information are entered or updated in various databases and audited as required.
- Ensures vital documents are maintained according to policy.
- Reviews prisoners for Immigration/Foreign National designation.
- Coordinates processing of W8-9's and B-Notices with staff and prisoners.
- Attend meetings, trainings and conferences as necessary and required.
- Follows Deceased prisoner checklist for all prisoners who have died.

Duty 6

**General Summary of Duty 6**

**% of Time 5**

Back-up as Transfer Coordinator. Daily Count Verification/Bulletin Process.

**Individual tasks related to the duty.**

- Verifies daily count utilizing the OMNI bulletin, Record Office Daily Checklist/Movement and Control Center Count boards/update sheet.
- Coordinates with housing and control center to know what bed space is daily for needed transfers in/out.
- Coordinates and arranges prisoner transfers to other facilities based on facility needs and prisoner classification levels.
- Ensures RUM/ARUS/PC have screened prisoner(s) appropriately for intended transfers.
- Prepares transfer orders and details in OMNI for CFA approval. Prints/ copies upon approval. Obtains Deputy/Warden's signature and distributes accordingly.
- Coordinates with Corrections Facility Administration (CFA), Health Care, Transportation, Housing, School and Custody staff for clearances and files.
- Ensures all areas are notified regarding transfers in and out by maintaining confidentiality in all notifications.
- Completes the Transfer In/Out Checklist and either scans ahead or includes with the transfer files.
- Compiles Record Office, Counselor and School files. Ensures transfer paperwork is enclosed in appropriate files. Bundles the files with details on the outside of the file, including 1 detail under the saran wrapping. Delivers the files to the appropriate area for transportation to pick up.
- Reviews all incoming files for sex offender registration, PREA, paroles/discharges and distributes files accordingly.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**  
 Staff assignments, work priorities, staff hiring and discipline. Interpretation of LEIN, court documents and supervision of prisoner releases.

The Department, personnel, operations, prisoners and the public are affected by these decisions. Lawsuits or threats to public safety can result from errors in decision making.

**17. Describe the types of decisions that require the supervisor's review.**  
 Requests for overtime or changes in work schedule. Recommendations for changes to policy or procedure.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**  
 Stationed at work desk for extended periods of time. Lifting heavy files. Bending and reaching into file cabinets. Opening mail from prisoners has exposed unhealthy/dangerous situations.

**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. (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>
Lisa Strauch	Departmental Technician	Tamara Vanalstine	Departmental Technician
Sarah Sringer	Departmental Technician	Nancy Ellery	Departmental Technician


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 responsible for the management and supervision of the Record Office and its employees. This position is also responsible for all movement and releases of prisoners, database entry, integrity of LEIN, confidentiality of files, and prisoner information.

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

The Record Office is now responsible for coordination of prisoner transfers throughout the MDOC and entering Time Reviews in OMNI.

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

This unit provides support services for the entire facility. These services include, but are not limited to movement – intake/release of prisoners, maintaining the legal prisoner files and updating prisoner information.

**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 10**

One year of experience equivalent to an experienced-level technician, paraprofessional, professional; Office Supervisor 9 and 10, Secretary Supervisor 10, Emergency Dispatch Supervisor 10, or Human Resources Customer Service Supervisor 10.

**Departmental Supervisor 11**

One year of experience equivalent to a Departmental Supervisor 10, Office Supervisor 11, or Secretary Supervisor 11; two years equivalent to an experienced-level technician, paraprofessional, professional; Office Supervisor 9 and 10, Secretary Supervisor 10, Emergency Dispatch Supervisor 10, or Human Resources Customer Service Supervisor 10; or two years of Office Supervisor 9 and 10, or to a Secretary Supervisor 10 and 11.

**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.

MDOC Record Office experience is beneficial, but not required.

2 years at a Departmental Tech 9 level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Good knowledge of MDOC policies and procedures.
- Ability to manage employees and the whole Record Office operation.
- Ability to work in a fast-paced ever-changing stressful environment.
- Excellent communication skills, integrity and confidentiality.
- Excellent knowledge of computer applications.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**