

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

**Position Code**

**1. STDEPWD**

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDOC
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Position Code Description</b> STATE DEPUTY WARDEN-1	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Deputy Warden	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> SENIOR EXECUTIVE WARDEN 17	<b>12. Unit</b> Housing and Programs
<b>7. Name and Position Code Description of Second Level Supervisor</b> ;	<b>13. Work Location (City and Address)/Hours of Work</b> CORRECTIONAL FACILITY / 8:00 a.m. – 4:30 p.m. 24 Hr On-Call as Needed

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

Serves as the Deputy Warden for Operations at a State Correctional Facility. Acts as the Warden's surrogate in his/her absence when assigned. Develops and oversees budgets for assigned areas of control; revises and enforces procedures for security and effective emergency/disaster response preparedness; assures required rounds and inspections of buildings, grounds, security equipment, sanitation, fire/safety systems are completed; responds to prisoner grievances and litigation; assures appropriate security classification and program classification placement of prisoners; assures that standards for the humane treatment of prisoners as set forth in applicable administrative rules, policy and procedure are satisfied; maintains effective labor/management relationships in accordance with bargaining unit contracts and agreements, assures that fair and consistent employee performance and disciplinary investigation measures are enacted to appropriately enforce employee work rules. Works closely with Health Services and Mental Health services to ensure the physical and mental well-being of prisoners. Maintains effective relationships with other facility departments, other correctional facilities, MDOC administration, outside agencies and the public. Serves as on-call administrator as assigned

**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: 30**

Provides supervision for all assigned staff

**Individual tasks related to the duty:**

- Conduct written performance evaluations of direct reports.
- Assign, coordinate and outline the work methods of employees through their supervisors.
- Verify that employee performance standards are met.
- Plan, develop and implement training programs for employees.
- Participate in the selection, hiring and promotion of employees.
- Initiate and participate in the employee disciplinary process, as well as counseling and correcting performance problems.
- Approve time and attendance reports and leave requests.

**Duty 2**

**General Summary:**

**Percentage: 30**

Ensures appropriate security, safety and care of prisoners.

**Individual tasks related to the duty:**

- Co - Chairs the Security Classification Committee
- Addresses prisoner concerns when issues are unable to be resolved by subordinate supervisory staff.
- Monitors overall prisoner behavior and conditions of confinement to ensure compliance with Policy, Procedure, Administrative Rules, law and MDOC Mission.
- Reviews and responds to written and verbal communications from prisoners, their families, prisoner advocacy groups and other agencies. Interviews prisoners as needed to appropriately address issues.
- Ensure humane and safe treatment of prisoners through review of major misconducts, prisoner grievances, and facility rounds and inspections.

**Duty 3**

**General Summary:**

**Percentage: 30**

Other duties as assigned..

**Individual tasks related to the duty:**

- Author and implement operating procedures pertaining to facility security and the safety and care of prisoners.
- Explain housing/programming rules and requirements to prisoners during orientation.
- Prepare monthly and other reports as required by the Warden.
- Work with non-custody and other staff in areas that affect the safety and security of the facility.
- Complete investigations and or special tasks as assigned by the Warden.
- Attend Warden's staff meetings, Labor/Management meetings, Community Liaison Meetings and Warden's Forum meetings as assigned.
- Co-Chair Health and Safety Meetings and Risk Management Meetings
- Hold staff meetings as required with Subordinate Supervisors.
- Schedule programming and educational opportunities to assist prisoners with meeting goals and program recommendations.

**Duty 4**

**General Summary:**

**Percentage: 10**

Serve as surrogate Warden

**Individual tasks related to the duty:**

- When assigned, acts as facility head in absence of the Warden and takes on all duties and responsibilities of the position.
- Represents the facility head in dealing with other state agencies, local agencies, outside law enforcement agencies, media, citizen groups, prisoner family members, etc.
- Acts as on-call duty administrator on a 24-hour basis as assigned.
- Holds employee disciplinary conferences in the Warden's absence.
- Acts as Community Liaison Representative in the Warden's absence.
- Meets with the Warden's Forum of prisoner representatives in the Warden's absence.
- Holds labor/management meetings in the Warden's absence.

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

Address prisoner issues. Train and direct staff. Address emergent and crisis situations at the facility. Refer prisoners to SCC. Decisions related to day to day duties and responsibilities.

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

The Deputy Warden always works closely with the Warden on long-range strategies, implementation of new directives and issues that affect the institution as a whole.

**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.**

Must be able to make rounds, climb stairs and respond as necessary to emergencies that may require the use of force in restraining prisoners. Work regularly in the prison environment.

**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>
	Assistant Deputy Warden -14		
	SECRETARY-A 9		

Additional Subordinates

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

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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?**

The incumbent must have the ability to direct the administration of multi security level prisoners. This includes having the knowledge of all departmental policy and procedure and the ability to control and govern the institutional employees and inmates. The incumbent must have good communication skills both orally and in writing; good leadership skills; and must have extensive knowledge of institutional operations and labor relations; and the ability to interact with, representatives from the executive and legislative branches of government.

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

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

Its function is to provide a safe, secure and humane environment in which to confine prisoners.

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

**EDUCATION:**

Possession of a bachelor's degree in any major.

**EXPERIENCE:**

Two years of professional experience in the Department of Corrections, including two years equivalent to the P11 level or one year equivalent to the 12 level; or, four years as an Assistant Resident Unit Supervisor 11; or, two years as a Corrections Shift Supervisor 13 or Corrections Security Inspector 13.

**Alternate Education and Experience**

Education level typically acquired through completion of high school and three years of experience equivalent to a Corrections Shift Supervisor 13 or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the principles and methods of prison administration. Thorough knowledge of the laws, rules, and regulations of the State prison system and to the Department of Corrections. Thorough knowledge of the routines, procedures, and techniques of prison work. Thorough knowledge of the organization and operation of a correction classification system. Thorough knowledge of correction facility education & rehabilitation programs. Thorough knowledge of recent developments in the treatment of prisoners; medical and psychiatric attention, development of social attitudes, development of employment potentials and leisure interests. Thorough knowledge of federal, state, and local relationships that impact the operations of a correctional facility. Thorough knowledge of training and supervisory techniques. Thorough knowledge of employee policies and procedures. Thorough knowledge of staffing requirements as to type, number, and training necessary for the accomplishment of program goals. Thorough knowledge of public relations techniques. Ability to instruct, direct, and evaluate employees. Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved. Ability to analyze and appraise facts and precedents in making administrative decisions. Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources. Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others. Ability to communicate effectively.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

*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

\_\_\_\_\_  
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