

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

<b>Position Code</b> 1. INSTCHPAA17R
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## 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> DOC-BROOKS FACTY/MUSKEGON TEMP
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Corrections Facility Administration
<b>4. Civil Service Position Code Description</b> INSTITUTION CHAPLAIN-A	<b>10. Division</b> Northern Region
<b>5. Working Title (What the agency calls the position)</b> Chaplain	<b>11. Section</b> Chaplain
<b>6. Name and Position Code Description of Direct Supervisor</b> KLUDY, JOHN J; ASSISTANT DEPUTY WARDEN-3	<b>12. Unit</b> Programs
<b>7. Name and Position Code Description of Second Level Supervisor</b> SMITH, BOBBI L; STATE DEPUTY WARDEN-1	<b>13. Work Location (City and Address)/Hours of Work</b> 2500 S Sheridan, Muskegon, MI / 80 hours bi-weekly including weekends and evenings

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

Plan and coordinate all religious programming for a multi-level correctional facility including service scheduling and supervision; volunteer recruitment, training and supervision; religious special event planning, enabling and supervision; pastoral counseling; supervision of religious purchases/orders, identifying appropriate religious vendors, and serving as religious resources for staff. This position is the recognized resource for pastoral, religious, and spiritual needs of the inmate population. This position will require working some evenings and on Sunday. The position is located within the secure perimeter of a multi-level correctional facility housing 1224 male prisoners.

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:** 35

Provide oversight for all religious programs for prisoners.

**Individual tasks related to the duty:**

- Recommend and schedule religious services.
- Maintain up-to-date religious callouts in computer systems and in custody books.
- Plan, coordinate and supervise religious special events.
- Hold regular consultations with prisoner representatives of religious groups.
- Hire, train and supervise prisoner Chaplain's clerks.
- Solicit donations from religious organizations.
- Shakedown donations before prisoner use.
- Screen video and audio tapes for religious groups or individual use.
- Screen questionable religious literature and paraphernalia as appropriateness under policy prior to prisoner use.
- Maintain records, prepare reports and other correspondence related to religious issues.
- Interview prisoners requesting special religious diets and send interview information to MDOC authorities.

**Duty 2**

**General Summary:**

**Percentage:** 30

Supervise or arrange for supervision of religious services and meetings.

**Individual tasks related to the duty:**

- Training and updates on proper religious expression of varied groups in services and practices.
- Attendance and supervision at services and meetings.
- Supervising and reporting inappropriate language or behavior at religious meetings.
- Consulting with religious group leaders and enabling group needs.
- Resourcing staff in relating to and understanding religious group needs and practices.

**Duty 3**

**General Summary:**

**Percentage:** 10

Provide pastoral counseling for prisoners.

**Individual tasks related to the duty:**

- Conduct counseling sessions.
- Provide emergency pastoral care at times of illness, death or other crisis

**Duty 4**

**General Summary:**

**Percentage:** 10

Visit prisoners in segregation on a weekly basis.

**Individual tasks related to the duty:**

- Respond to individual needs.
- Provide literature according to religious orientation where possible.

**Duty 5**

**General Summary:**

**Percentage:** 10

Recruit and enable volunteers from outside community in religious services to prisoners.

**Individual tasks related to the duty:**

- Maintain communications with current volunteers.
- Correspond with sources of religious volunteers, speakers and materials.
- Coordinate with staff, the religious volunteers' movement/function in facility.
- Attend religious meetings where appropriate, (Ministerial associations, denominations meetings, pulpit supply, local and regional Chaplain's meetings), to interpret Chaplaincy, prisoner needs and identify resources.

#### Duty 6

General Summary:

Percentage: 5

Coordinate prisoner marriages.

Individual tasks related to the duty:

- Provide prisoners and fiancées with information on marriage procedures.
- Provide pre-marriage counseling if requested.
- Submit paperwork to Deputy Warden and Inspector for action.
- Provide information to custody staff of date, time, place and circumstances of ceremony.
- Verify credentials of officiator of wedding.
- Check prisoner's file to see whether he is already married.
- Check prisoner's file to see whether there is any reason marriage should not occur.

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

- Hiring prisoner clerks – programs staff, other office workers and religious prisoners.
- Counseling prisoners – prisoners, staff, prisoner associates, prisoner families.
- Recruiting volunteer leadership – prisoners, staff.
- Planning and supervision of services – prisoners, custody staff, volunteers.
- Appointment of prisoner leadership for services – prisoners, custody staff.
- Organizing special events, marriages – prisoners, prisoner's families, custody staff.

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

- Permanent changes in scheduled activities.
- Approval of prisoner marriages.
- Approval of special meetings.
- Approval of volunteers and guests entering facility.

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.

Walking, sitting, reaching, twisting, bending. Most of responsibilities do not require any unusual amount of physical effort. This position spends most of the day within the secure perimeter of a correctional facility with face-to-face contact with the prisoner population.

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):

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <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?

To perform a full range of complex religious services for the prisoners housed at the E.C. Brooks Correctional Facility.

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

No changes. Position description stated hours were 80 hours per week instead of 80 hours bi-weekly.

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

The functions of the programs area are to provide a variety of prisoner services to the prisoner population that meets their needs. This position meets these needs by providing pastoral care to the prisoner population.

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 religion, theology, divinity, or in an area of human services such as guidance and counseling, social work, or criminal justice.

**EXPERIENCE:**

**Institution Chaplain 12**

Three years of professional experience as a religious leader either in a community or institutional setting equivalent to an Institution Chaplain, including one year equivalent to an Institution Chaplain P11.

**Alternate Education and Experience**

**Institution Chaplain 9 - 12**

Possession of an associate's degree in religious studies or an area of human services and two years (4,160 hours) of experience performing religious services such as marriages, burials, baptisms, and any other services unique to the particular faith may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Good organizational skills.

Experience in pastoral counseling.

Verbal and written communications skills.

Ability to relate to a wide variety of ethnic, economic, educational, environmental and religious differences.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Certification or endorsement by the recognized endorsing body of the religious faith.

*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.***

MAYGAN SCHAUB

2/9/2023

\_\_\_\_\_  
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