

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

<b>Position Code</b> 1. LIBRTCHEA52R
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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-CHIPPEWA FAC/CHIPPEWA TEM
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> CFA
<b>4. Civil Service Position Code Description</b> Library Technician-E	<b>10. Division</b> Chippewa Correctional Facility
<b>5. Working Title (What the agency calls the position)</b> Library Technician 8-10	<b>11. Section</b> Prisoner Services
<b>6. Name and Position Code Description of Direct Supervisor</b> ; LIBRARIAN MANAGER-1	<b>12. Unit</b> Library
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; STATE DEPUTY WARDEN-1	<b>13. Work Location (City and Address)/Hours of Work</b> / 40 hours per week

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

The essential duties of this position are to assist the librarian in providing and coordinating law and general library services for Level I, II and IV prisoners housed in both general population and administrative segregation. The Library Technician helps to ensure that library services are provided to prisoners in accordance with MDOC Policy and Procedure and to maintain order and security in the facility library.

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**

Supervising Library, Library and Legal Writer Programs and Library Clerks.

**Individual tasks related to the duty:**

- Assigning prisoners to callouts.
- Evaluating Legal Writer requests and assignments
- Communication with vendors and DTM]
- Ensuring Legal Writers and clerks complete their work in a timely manner.
- Providing access to the courts by maintaining a safe, orderly, and quiet atmosphere conducive to legal research.
- Enforce MDOC, facility and library rules' writing misconduct reports as needed.
- Monitor activities of prisoners while in the library.

**Duty 2**

**General Summary:** **Percentage: 30**

Supervision of law and general book deliveries.

**Individual tasks related to the duty:**

- Supervise prisoner clerks in filling law and general material requests to deliver to prisoners who do not attend library callout. Supervise the filling of all general library book requests once a week and assist eh law clerks with filling law material request three times a week.
- Organize prisoner law material; general book requests and information requests.
- Sort and secure books during final transportation to housing units. Delivers books to prisoners.
- Oversee book shelving process.
- Produce computer records of all books delivered and returned. Train and supervise prisoner law clerk's assembly of delivery orders
- Utilize knowledge of various legal resource methods and materials to satisfy obscure legal research requests.

**Duty 3**

**General Summary:** **Percentage: 20**

General administrative duties.

**Individual tasks related to the duty:**

- Advanced knowledge of and updates MDOC Policy and Procedure related to the Library.
- Process prisoner requests for legal photocopying service.
- Hire, train, supervise and terminate prisoner law and general clerks; prepare work evaluations and counsel clerks on job performance

**Duty 4**

**General Summary:** **Percentage: 20**

Compilation and maintenance of documentation.

**Individual tasks related to the duty:**

- Compiling documentation regarding library services of the Librarian, facility and MDOC Administration.
- Maintain records of law library and general library call outs for general population prisoners.
- Maintain records of all law and general deliveries, all legal photocopy requests and all general books checked out by general population prisoners
- Compilation and tabulation of library statistics
- Process Prisoner payroll records.
- Preparing responses including memos and 1st step grievances

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

The quality and scope of library services directly affect prisoner' informational and recreational needs and access to the courts. Assists the librarian in providing these services. Other aspects of the position include daily supervision of the anyone who works in the library including daily goals and work priorities, scheduling and the tone and level noise. Both staff and prisoner are affected by these things.

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

Decisions that involve interpretation of policies and/or rules where policy is silent. The Supervisor grants final approval on items such as general session scheduling versus other areas, long range planning in programs, final drafting of step one grievances, rescheduling of library sessions missed due to emergencies, legal writer 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.**

75% standing, walking or moving 20% sitting, mostly at a computer; 5% in medium or light lifting of books. The position requires working from housing units to the library in all types of weather conditions. It also requires carrying law books from the Administration Building and pushing carts to and from units. This is a position in which the incumbent has regular unsupervised access to and direct contact with prisoners.

**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.  |

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 essential duties of this position are to assist the librarian in providing and coordinating law and general library services for prisoners at URF. Computer literacy is required to maintain records and complete call outs. Typing, filing, basic knowledge of law books and cataloging of general library books is required. The ability to supervise prisoner clerks. Walking, standing, lifting and carrying of books are required.

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

Agency is requesting to downgrade the position from a Library Technician 11 to a Library Technician 8-11 due to insufficient number of qualified candidates at the 11 level.

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

The function of this position is to assist the librarian in supervising and managing library operations. The library provides both general and law library services to the prisoner population.

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

**EDUCATION:**

Completion of two years of college (60 semester or 90 term credits) with 15 semester (24 term) credits in one or a combination of the following: library technology, audio-visual technology, or media technology.

**EXPERIENCE:**

**Library Technician 8**

No specific type or amount is required.

**Library Technician 9**

One year of experience equivalent to a Library Technician 8.

**Library Technician E10**

Two years of experience equivalent to a Library Technician, including one year equivalent to a Library Technician 9.

**Alternate Education and Experience**

**Library Technician 8 - 11**

Four years of office support experience in a library setting, two years of which shall have been equivalent to the experienced (E7) level, may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of library functions including library classification schemes and mission. Ability to work with and supervise prisoners. Organization to handle complex tasks and to work independently.

**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.*

STEPHEN FORREST

7/20/2018

\_\_\_\_\_  
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