

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. CORSPV2B68N

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-CARSON CITY FAC/CARSON CIT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description CORRECTIONS SHIFT SUPV-2	10. Division Carson City Correctional Facility
5. Working Title (What the agency calls the position) Lieutenant	11. Section Custody
6. Name and Position Code Description of Direct Supervisor CORRECTIONS SHIFT SUPV-3 13	12. Unit Shift Commanders
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work 10274 Boyer Road, Carson City, MI 48811 / Various shifts
14. General Summary of Function/Purpose of Position This position is responsible for the order and security of all custodial and security functions inside the correctional facility, as well as the assignment and supervision of all custody officers assigned to their shift.	

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: 25

Assist shift commander and serve as back-up in absence of shift commander

Individual tasks related to the duty:

Assist in development of policies and procedures for the operations.

Prepare for pre-shift meetings.

Duty 2

General Summary:

Percentage: 25

Directs and coordinates all prisoner movement.

Individual tasks related to the duty:

Coordinate prisoner work crews, meals, special activities, and religious services, etc.

Oversee meal lines

Assures master caustic lists are kept updated and accurate.

Duty 3

General Summary:

Percentage: 25

Supervision of shift sergeants

Individual tasks related to the duty:

- Ensures sergeants time and attendance is monitored for accuracy and abuse.
- Ensure sergeants and staff maintain professional appearance/conduct.
- Oversee staff development for those they immediately supervise.
- Ensures that sergeants participate in squad drills
- Ensure that sergeants perform monthly security monitoring exercises.
- Ensures log books are maintained accurately

Duty 4

General Summary:

Percentage: 25

Supervise custody staff

Individual tasks related to the duty:

Issue counseling memos

Review monthly work performance of each employee

Ensures all employees meet the necessary annual training requirements

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

Decisions regarding overtime and scheduling of employee training.

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

Changes in policies and procedures of operations.

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, standing, sitting. Hazard is working with prisoners on a daily basis.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
	CORRECTIONS SHIFT SUPV-1 11		CORRECTIONS SHIFT SUPV-1 11
	CORRECTIONS SHIFT SUPV-1		CORRECTIONS SHIFT SUPV-1 11

Additional Subordinates

This position will have subordinates once it's filled which will be the Corrections Shift Supervisor 1 classification

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

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| Y | Complete and sign service ratings. | Y | Assign work. |
| Y | Provide formal written counseling. | Y | Approve work. |
| Y | Approve leave requests. | Y | Review work. |
| Y | Approve time and attendance. | Y | Provide guidance on work methods. |
| Y | Orally reprimand. | Y | 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?

Supervise the custody staff to provide a secure environment in the institution

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

n/a

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

Supervision of employees to ensure custody and security of a prison.

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

Completion of 15 semester (23 term) credits in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

EXPERIENCE:**Corrections Shift Supervisor 12**

Three years of experience equivalent to a Corrections Officer E9, Corrections Medical Officer E9, or Special Alternative Incarceration Officer 9; two years equivalent to a Resident Unit Officer E10, Corrections Transportation Officer E10, Corrections Medical Unit Officer E10, or Special Alternative Incarceration Officer E10; or, one year equivalent to a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of rules, regulations, policies and administration practices of the Department of Corrections, riot control, use of firearms, fire fighting equipment and detection of contraband. Communication skills (verbal and written), diplomacy skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

n/a

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.

Signature

Supervisor

Date

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

n/a

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

ROSALINDA KITTLE

5/7/2014

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