

1. Position Code LIBRTCHEA06R

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Michigan Department Of Corrections
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) G. Robert Cotton Correctional Facility
4. Civil Service Classification of Position Library Technician E	10. Division Region 3
5. Working Title of Position (What the agency titles the position) Library Technician E	11. Section
6. Name and Classification of Direct Supervisor Martin Mccallum,Asst Dep Warden	12. Unit Programs/Library
7. Name and Classification of Next Higher Level Supervisor Jimmy Jarrett, Dep. Warden	13. Work Location (City and Address)/Hours of Work 3500 N. Elm, Jackson, Mi 49201 Varies

14. General Summary of Function/Purpose of Position
 This position is located in a multi-level correctional facility assisting the librarian in overseeing the library operations. This position functions independently supervising inmates in using the library and law library, compiles information, makes decisions about scheduling, training inmate clerks and inmate work assignments.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 45

Monitors prisoner library users and prisoner library workers.

Individual tasks related to the duty.

- Has sole charge of the library during 45% of his/her work week.
- Logs users from their passes.
- Performs informal counts of library users.
- Reports prisoner absentees to custody staff.
- Takes disciplinary action against prisoner misconduct.
- Supervises prisoner aides to ensure their jobs are done correctly.
- Cross checks call out sheets for conflicts and transfers.
- Instructs workers in library techniques.
- Locks library doors, cabinets and desks at the end of each library period.
- Secures personal and work keys against loss and theft.
- Performs other monitoring and security tasks as assigned.
- Monitors prisoner restroom usage. Ensures proper pass is issued to prisoner.

Duty 2

General Summary of Duty 2 % of Time 30

Assists clients with their library needs.

Individual tasks related to the duty.

- Instructs clients in the proper use of legal and reference material.
- Directs clients to material appropriate to their requests.
- Logs, disburses and recovers interloan requests.
- Disburses legal mail and legal copies.
- Assists users to fill out copy requests.
- Assists prisoners to purchase books, magazines and newspapers.
- Assists in surveying prisoner library needs.
- Conducts group instructional meetings to aide users in learning library techniques.
- Performs other client assistance as assigned.

Duty 3

General Summary of Duty 3

% of Time 12

Handle library paperwork and office work.

Individual tasks related to the duty.

- Operate the office computer.
- Collect and record library statistics.
- Prepare bulletin boards to disseminate information to prisoners.
- Prepare bibliographies of library holdings.
- Inventory legal and recreational library material.
- Respond to written queries from courts, staff and prisoners.
- Prepare and disseminate callouts for prisoners to use library.
- Answer library telephone.
- Collect daily library mail from the mail room.

Duty 4

General Summary of Duty 4

% of Time 5

Provide services to special populations.

Individual tasks related to the duty.

- Deliver legal and recreational library material to segregation.
- Deliver legal and recreational material to minimum security.
- Make regular visits to segregation and minimum security units.
- Log deliveries to special populations.
- Provide services for the blind.
- File new policies and procedures in mini-libraries.
- Provide other services to special populations as assigned.

Duty 5

General Summary of Duty 5

% of Time 5

Develop and maintain library collections.

Individual tasks related to the duty.

- Suggest and/or select new material.
- File catalog cards.
- Prepare book cataloging forms.
- Assist with purging the library collections.
- Recover lost library material.
- Send overdue notices to prisoners.
- Provide interloan services.
- Clip and file vertical file material.
- Oversee book repairs.
- Oversee shelf reading.
- Perform other collection development tasks as assigned.

Duty 6

General Summary of Duty 6

% of Time 3

Photocopy legal material for prisoners and library.

Individual tasks related to the duty.

- Photocopy legal copies for indigent prisoners.
- Make photocopy cards for card purchases.
- Approve and disapprove copies based on content.
- Log photocopies run on various photocopiers.
- Makes photocopies of approved materials for prisoners upon request per policy.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Takes disciplinary action on clients.
 Handles limited emergencies in the absence of the supervisor.
 Makes special arrangements for prisoners to obtain extra library time.

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

All requisitions made for supplies and library material.
 Any decisions requiring major interpretation of policy or procedure.
 Schedule changes or variations from schedule.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Standing, sitting, walking, lifting crates and boxes of books.
 Carrying mail bags and boxes.
 Pulling, pushing carts to special population groups. Walking, kneeling, carrying and reaching, traversing yard several times a day. Stair climbing, may be prolonged standing or sitting. Environment conditions may include cold weather, raining and/or snow conditions. Many of these circumstances occur on a daily basis, some seasonally.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>

- 20. My responsibility 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. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties of this position?

Monitoring prisoners.

Providing indicated services to prisoners.

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

We now provide almost continuous library services from 0745 hours to 2100 hours.

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

Providing prisoner services and meeting legal mandates.

Law library meets Federal and State mandates for provision of legal resources.

To see that general library provides educational and other reading resources.

26. In your opinion, 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 Arts or Science.

EXPERIENCE:

Library experience of six months or more is helpful.

Prior correctional experience is helpful.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to make decisions that follow policy, procedure and library practice. Ability to maintain order with prisoners.

Ability to assign Dewey decimal numbers. Ability to file following Ala Rules. Ability to maintain records, prepare reports and correspondence related to work. Computer literacy helpful. Ability to communicate effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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

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

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

Appointing Authority's Signature

Date