

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

This position description serves as the official classification document of record for this position. Please complete this form 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
COMPOSITE	Corrections / Lakeland Correctional Facility
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
COMPOSITE	Correctional Facilities Administration
4. Civil Service Position Code Description	10. Division
Corrections Shift Supervisor 2	Custody
5. Working Title (What the agency calls the position)	11. Section
Lieutenant	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Corrections Shift Supervisor 3	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
State Deputy Warden	141 First Street, Coldwater, MI 49036 6-2, 2-10, & 10-6 Various RDOs
14. General Summary of Function/Purpose of Position	
This position is responsible for safety and security, shift staffing, performance and assignment of subordinate supervisors and all corrections officers. Conducts investigations of staff and/or prisoner misconduct. Plans, schedules work, and regulates vacation and days off using knowledge of MCO Contract, MDOC policies & procedures. Communicates, interprets, and applies departmental policies and procedures, as well as facility operating procedures, and ensures staff/prisoner interactions capture and reflect the mission of the Prisoner Re-entry Program. Monitors officers, prisoners, and the institution by making daily rounds and inspections. Performs as a platoon leader or other duties as required during riotous or disturbance conditions. Uses computer knowledge / abilities to assist in completion of paperwork. <u>This is drug and alcohol randomly-tested position.</u>	

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 of Duty 1 **% of Time 40**
Institutional security and prevention of escapes

Individual tasks related to the duty.

- Oversees shift operation to ensure escapes do not occur.
- Monitors and tours facility on a daily basis looking for and correcting security problems.
- Makes recommendations for correction of security problems.
- Prepares necessary reports regarding security actions (i.e., critical incident reports, security monitoring exercises, etc.)
- Performs functions as required in the disturbance control plan if circumstances warrant.

Duty 2

General Summary of Duty 2 **% of Time 30**
Maintains discipline among subordinate supervisors and corrections officers.

Individual tasks related to the duty.

- Reviews job performance of all employees on a regular basis.
- Initiates necessary corrective action when employees are not performing as required.
- Conducts investigations of staff and/or prisoner misconduct as required.
- Responsible for seeing that labor contracts are adhered to by both supervisory and line staff.

Duty 3

General Summary of Duty 3 **% of Time 20**
Provides direction to staff with regard to job duties.

Individual tasks related to the duty.

- Responsible for enforcing department policy directives, operating procedures, and other department or institutional directives.
- Responsible for writing or updating operating procedures for the facility as directed.
- Responsible for conducting facility audits, self-audits, or performance audits, as assigned.

Duty 4

General Summary of Duty 4 **% of Time 5**
Follows departmental policy regarding discriminatory harassment and equal employment opportunity.

Individual tasks related to the duty.

- Instructs staff and enforces departmental policy and institutional operating procedures regarding discriminatory harassment by not allowing any kind of harassment at the institution.
- Acts as a role model and sets the example for all supervisory and line staff.
- Refers any victims of harassment to harassment counselors or coordinators.
- Reports any such conduct to supervisors for possible disciplinary action.

Duty 5**General Summary of Duty 5****% of Time 5**

Ensure staff/prisoner interactions capture and reflect the mission of the Prisoner Re-entry Program. Assist in and/or coordinate the staff assistance necessary to deliver, facilitate, and maintain programs relevant to a prisoner's adjustment while incarcerated and during their reintegration back into society. Direct and assist prisoners, through communication techniques, in reference to the cognitive and behavioral issues detected by staff based on reports and observation.

Individual tasks related to the duty.

- Facilitate/co-facilitate prisoner groups relevant to Prisoner Re-entry Program where necessary.
- Coordinate staff assistance for facilitating/co-facilitating prisoner groups relevant to Prisoner Re-entry Program.
- Counsel prisoners on their behavior which is reported and/or observed.
- Recognize prisoners for positive behavior and positive adjustments to their behavior

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

Staffing for emergency situations which directly affect all staff and prisoners.

Revoking bond for major misconducts during disciplinary process which affect the involved prisoner (s).

Authorizing prisoner visits for visitors who travel great distances if the prisoners has utilized his allowable limit, the visitor is not on the approved list, etc., which affect the prisoners and their visitors.

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

A supervisor must review any decisions made during a critical incident, major disturbance, fire, or natural disaster.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The Corrections Shift Supervisor 12 is required to make immediate command decisions in the absence of superiors (Warden, Deputy Warden) which could have an impact on staff and prisoners alike. In emergency situations (i.e., major disturbance, hazardous waste spill, fire or natural disaster), the Lieutenant's decisions play a major role in the outcome of the situation. This position may work indoors or outdoors. Some indoor areas are well lighted, heated and ventilated, but others are not. Outdoor weather conditions may be disagreeable. Position is located within the secured perimeter of a Level II Men's Correctional Facility.

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. (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>
(names/numbers vary by shift)	CSS 11		
(names/numbers vary by shift)	Corrections Officer E-9		
(names/numbers vary by shift)	Corrections Officer E-8/OJT		

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> ☒ Complete and sign service ratings. ☒ Provide formal written counseling. ☒ Approve leave requests. ☒ Approve time and attendance. ☒ Orally reprimand. </td> <td style="width: 50%; vertical-align: top;"> ☒ Assign work. ☒ Approve work. ☒ Review work. ☒ Provide guidance on work methods. ☒ Train employees in the work. </td> </tr> </table>	☒ Complete and sign service ratings. ☒ Provide formal written counseling. ☒ Approve leave requests. ☒ Approve time and attendance. ☒ Orally reprimand.	☒ Assign work. ☒ Approve work. ☒ Review work. ☒ Provide guidance on work methods. ☒ Train employees in the work.
☒ Complete and sign service ratings. ☒ Provide formal written counseling. ☒ Approve leave requests. ☒ Approve time and attendance. ☒ Orally reprimand.	☒ Assign work. ☒ Approve work. ☒ Review work. ☒ Provide guidance on work methods. ☒ 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 Lieutenant's position is responsible for shift staffing, days off, vacation scheduling as well as making plans for the daily operation of the shift. This position is also responsible for monitoring the institution and communicating institutional operating procedures and departmental policies and procedures and other directives. This position will function as a duty deputy when required		
24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed. Updated to provide name of current Deputy Warden/supervisor and placed on new Civil Service Form, as requested by Human Resource Officer.		
25. What is the function of the work area and how does this position fit into that function? The function of the work area is to maintain order and security within the institution. This is accomplished through adherence to department and facility policies and procedures, as well as through past practice, personal judgement, experience, and knowledge of supervisor's goals and objectives.		
26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?		
EDUCATION: Education level typically acquired through completion of high school and fifteen semester (23 term) college credit hours in one or a combination of the 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: Two years of experience as Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor.		
KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of the rules, regulations, policies and administrative practices of the MDOC. Extensive knowledge of problems associated with the extended confinement of large numbers of prisoners. Thorough knowledge of standard procedures for maintaining security, riot control, the use of firearms, fire fighting equipment, and the detection of contraband. Thorough knowledge of supervisory techniques, employee policies and procedures. Thorough skill in self defense, the use of assigned weapons, and restraint procedures. Ability to understand and follow complex oral and written directions, to think and act quickly and appropriately in emergencies, and to supervise and assist officers in their duties as necessary.		
CERTIFICATES, LICENSES, REGISTRATIONS: MDOC Weapons Permit, Valid Drivers License for operating department vehicles when needed.		

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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