

**State of Michigan
Civil Service Commission**

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

Position Code

1. DPTLTCHE

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-CORRECTN CENTRAL OFFICE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration (CFA)
4. Civil Service Position Code Description Departmental Technician-E	10. Division Operations
5. Working Title (What the agency calls the position) Departmental Technician	11. Section Transportation
6. Name and Position Code Description of Direct Supervisor ZAVALA, DEREK J; CORRECTIONS SHIFT SUPV-2	12. Unit Administration
7. Name and Position Code Description of Second Level Supervisor SANDBORN, MELISSA L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 320 Hubbard St., St. Louis, MI 48880 / Monday - Friday / 7:00AM - 3:30PM

14. General Summary of Function/Purpose of Position

This position coordinates Transportation logistics to manage transportation services efficiently, oversees and develops a daily transportation assignment schedule for the Muskegon, St. Louis and Ionia Transportation cadres. Explains work instructions, proposes revisions, if necessary, pertinent to general methods and procedures to meet required needs. Answers inquiries via phone or email regarding functions, rules, regulations, and policies for transportation. Reconciles and sorts medication packages for Transportation reasons when received at the Transportation HUB on specified HUB days, including maintaining the HUB worksheet for tracking resources. Maintains attention to detail of the sorting of medication packages to ensure accountability and accuracy. Coordinates and conducts orientation for new schedulers. Compiles, reviews, and monitors financial, statistical, and other programmatic data, coordinates and schedules vehicle maintenance, monitors staffs training, monitor and recommends changes for post orders and department policy and operating procedures. Develop and maintain spreadsheets to compile data for tracking resources. Create audit tools used related to Transportation Operations. Performs related works as assigned.

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: 45

Manage transportation E-calendar, granting permissions as well as develops and coordinates the transportation e-calendar for appointments, monitors, and coordinate Transportation logistics to manage resources efficiently, develops a daily assignment schedule for the Muskegon, St. Louis and Ionia Transportation cadres, and makes updates when necessary.

Individual tasks related to the duty:

- Analyze information received on needed transports, reviews staffing and resources and creates transport schedule via the E-calendar.
- Review and grant permissions to the E-calendar
- Evaluates information from transfer coordinators, medical schedulers, and facility records office personnel and makes determinations on and adjustments to transport calendar.
- Applies union contracts accurately as they relate to staffing transports, overtime equalization list (OEL) and staff seniority.
- Work with supervisors of CTO's when staffing issues occurs to address transport needs
- Ensures transportation scheduling is within policy and operating procedures.
- Monitors the E-Cal ensuring appointments and transfer request to ensure they do not exceed resources, identifying concerns on days resources are depleted
- Communicates with the facilities to advise of schedule and when necessary, review options to address issues.
- Researches and responds to staffing-related to employee grievances as necessary
- Plans, coordinate, and conduct orientation for new schedulers.
- Plans and coordinates orientation for newly promoted Corrections Transportation officers and provide, collect, and maintain the necessary documentation.
- Monitor post orders and read and signs - Collect documentation.
- Update post orders with new information as needed.

Duty 2

General Summary:

Percentage: 25

Reconciles and sorts of medication packages for Transportation reasons when received at the Transportation HUB on specified HUB days, including maintaining the HUB worksheet for tracking resources.

Individual tasks related to the duty:

- Prepare HUB Med Tracking Worksheets for specified HUB days.
- Receives Medication Packages from Cadre CTOs and reconciles the CTO's Transporting Meds/Files Log form with the HUB Med Tracking Worksheet when they arrive at the HUB.
- Sorts the medication packages by destination facility and documents the packages on the HUB worksheet.
- Removes plastic seal tags from the medication transport bags and replaces with a new seal tag after sorting
- Reconciles what is documented on the HUB worksheet with what the CTO picks up from the HUB to deliver to the destination facility.
- Documents any discrepancies and immediately notifies supervisor of such.
- Provides completed worksheets to the HUB Sgt at the end of the HUB Day for tracking purposes.

Duty 3

General Summary:

Percentage: 20

Develop, compile, and analyze data, preparing necessary reports for Transportation Manager. Maintaining and requesting from transportation offices necessary documentation. Develop and maintain audit tools related to transportation operations as well as conduct periodic audits.

Individual tasks related to the duty:

- Compile reports related to transportation schedules, transportation resources and staffing issues monthly and on demand.
- Develop and maintain tracking tools to monitor transportation resources and staffing
- Analyze reports on resources to identify areas of concerns and recommend improvements
- Responds to audits from department auditors
- Create audit tools (spreadsheets and word documents) used for auditing transportation operations
- Conduct audits of the transportation process and resources.
- Compile, review and monitor financial, statistical, and programmatic data.
- Maintain required documentation submitted by transportation officers.

Duty 4**General Summary:****Percentage: 5**

Vehicle maintenance

Individual tasks related to the duty:

- Maintain information related to transportation vehicle operation status.
- Scheduling maintenance and arranging drop off/pick up of vehicles to outside vendors.
- Prepare necessary paperwork and reports related to vehicle maintenance or accidents.

Duty 5**General Summary:****Percentage: 5**

Other tasks as assigned.

Individual tasks related to the duty:

- Complete tasks as assigned by the transportation supervisor.

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

The person in this position will need to be well versed in transportation operations, all policies, procedures, and any documentation related to completion of the daily work of this unit. Scheduling of transportation runs and vehicle maintenance. Packing and sorting of medication packages during specified HUB days. Coordination and review of training curriculum, training, and development for the transportation cadres. Daily transportation operations are affected. Decisions may need to be made quickly and well informed and could affect outside agencies as well as MDOC facilities and offenders.

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

Decisions that could be harmful to the relationships with the facilities, outside agencies or departments. When an amicable decision cannot be reached with a Corrections Transportation Officers, Medical schedulers, Transfer Coordinators, records office staff, outside agencies and departments. When a discrepancy is found when reconciling medication packages for Transportation purposes.

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.

Much of this job is performed in an office setting. The job will require extended periods of computer usage. The job may require limited prisoner contact.

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):**

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

Ability to analyze and work with scheduling logistics, understand resource needs and availability. To understand and work within collective bargaining agreements, policies and procedures. Communicating with various facilities and staff within the Department to meet the goals of the transportation unit. Attention to detail of the sorting of medication packages in order to ensure accountability and accuracy.

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

New establishment

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

The function of Transportation is to transport MDOC prisoners to medical appointments, court proceedings, paroles, county jails, correctional facilities. The Department Tech position provides support by performing the necessary duties related maintaining the transportation E-calendar, assign resources, and create and disseminate a daily transportation schedule to the correctional facilities. This position will assist in maintaining the accuracy of medication packages in order to ensure accountability and accuracy during transport of medication through the HUB. This position will aid transportation by performing duties related to with vehicle maintenance, staff development, collection and filing of pertinent documentation as well as developing tools for data collection and internal audits.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of computer programs, data bases, and data tracking methods

Knowledge of department policies

Ability to understand and utilize policies, procedures and collective bargaining agreements

Ability to understand review and analyze resources available for transport

Ability to communicate with various staff and supervisors to accomplish goal and address concerns

Ability to develop and maintain reports and data

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.

N/A

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

KATLYN SAYLOR

7/7/2026

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