

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

Position Code 1. DPTLTCHEB37R

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-HURON VALLEY CORR COMPLEX
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Corrections
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Women's Huron Valley Correctional Facility
5. Working Title (What the agency calls the position) Department Tech 7-9	11. Section Administration
6. Name and Position Code Description of Direct Supervisor PERRY, LINELL D; DEPARTMENTAL SUPERVISOR-3	12. Unit Records Office
7. Name and Position Code Description of Second Level Supervisor HOWARD, JEREMY F; SENIOR EXECUTIVE WARDEN	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd / 8:00am - 4:30pm Monday - Friday

14. General Summary of Function/Purpose of Position

The Record Office is a complex work area responsible for the interpretation of Court documents, intake and release of all prisoners, transfer of prisoners within and outside of the Department, review, processing of all pending felony charges and outstanding felony warrants. The Record Office ensures the daily inmate count is accurate based on the completion of the daily Bulletin and review of all movements into and out of the facility. This position researches and analyzes data from MDOC and outside agency databases and prepares reports on a daily basis to assist other facility staff. Review and interpreted of data from the Law Enforcement Information Network (LEIN), Offender Management Network Information system (OMNI), Corrections Offender Management System (COMS), and Michigan Criminal Justice Information Network (MiCJIN), JDW (Judicial Data Warehouse) and various Court Registers of Action. Makes independent decisions as to what information is accurate and if follow-up with various agencies is necessary with regard to open dispositions on LEIN. Contacts MSP to have them update prisoners Criminal History record if research reveals the disposition of a previously-open LEIN Arrest and/or Charge Segment. In addition to those duties listed above, this position is also responsible for data entry, file maintenance and technical duties related to prisoner misconducts.

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: 43

Reviews each prisoner's records including the paper file and electronic databases (LEIN, COMS, OMNI, MiCJIN, JDW and on-line Court Registers of Action) to identify if any pending felony charges or outstanding felony or assaultive misdemeanor warrants are active. Makes independent decisions as to what action, if any, is necessary regarding detainer activity.

Individual tasks related to the duty:

- Using the LEIN query printouts with the missing data or outstanding warrants, researches and analyzes OMNI Case Notes, Pre- Sentence Investigation Reports, Parole Violation Reports, Probation Violation Reports, Case Reports, and Tracking movements, among other areas, to determine if it/they contain the missing data that is available to be updated in LEIN. Reviews, researches, analyzes and interprets information from COMS, JDW and other electronic databases to the extent possible to continue to identify the missing data. Once missing data is found, completes the proper correspondence to the Michigan State Police to ensure the MSP are able to update the missing Criminal History data.
- When missing data is not found, contacts the arresting policy agencies, Prosecutor's offices and Courts to determine if the charge/warrant is still pending and active so due process steps can begin.
- Makes independent decision that the data is regarding a pending charge/warrant, then enters the appropriate Detainer, (OD, ND, PC, PI, FS, or DD) into the COMS database and begins the appropriate steps to ensure due process rights of the prisoner are adhered to, which may include a Certified Letter to the Prosecutor to ensure prisoner's Speedy Trial rights are followed.
- Makes appropriate and timely follow up contacts with the appropriate outside Court agencies to ensure that the Court is adjudicating this active charge/warrant.
- Reviews, researches, analyzes and identifies out-of-state, untried charges shown on the LEIN/NCIC query printout and makes independent decision whether time is available, prior to release, to successfully complete the Interstate Agreement on Detainer Act process, once formal Request for Detainer is received from out-of-state Detainer authority.
- If independent decision is that there is not sufficient time to complete the complex, and sometimes lengthy, IAD process before the release date, calls prisoner out and interviews him/her to determine if he/she will sign a Waiver of Extradition in local Circuit Court. If prisoner is agreeable to doing that, coordinates with the Transportation staff and local Circuit Court to get an Extradition Hearing with prisoner present on the Court's docket for Judge to inform prisoners of his/her rights and once explained, obtain prisoner's signature on Waiver of Extradition in Courtroom. Ensures multiple copies of signed and sealed Waiver of Extradition is received from transportation staff for file and Detainer pickup authority.
- If the prisoner is unwilling to sign a Waiver of Extradition in Court to agree to go to out-of-state jurisdiction willingly, coordinates with the requesting state staff to have a Governor's Warrant signed and sets up an Extradition Hearing in the local Circuit Court.
- Upon receipt of the Prosecutor's Request for Temporary Custody under the IAD, secures copies of the Complaint, Information, Indictment or Warrant along with certified copies of fingerprints and other demographic information.
- Coordinates with Prosecutor for the appropriate IAD documents from the requesting states, responds with the appropriate IAD documents from the WHV facility as custodian and ensure the IAD Administrator for the MDOC is informed of the requests by copy of such documents.
- Following these communications, coordinates with the prisoner; advises him/her of the charges/detainer and explain his/her rights under IAD and if willing, have him/her sign the correct IAD documents to allow for an extradition under the IAD to requesting state's jurisdiction (without the need to obtain a Governor's Warrant) and also inquires if the prisoner would like to avail him/herself of their Speedy Disposition right and if so, ceases correspondence with the prosecutor and begin processing on behalf of a prisoner request under IAD.
- Upon approval by a prisoner, begins the Speedy Disposition processing, as requested by prisoner.
- Tracks the case to ensure the prisoner is returned to Michigan custody after the judicial proceedings are the out-of-state judicial proceedings are successfully completed but before the prisoner begins serving any sentence imposed by the requesting state.
- Ensures prisoner is returned to WHV as original custodial facility.

Duty 2

General Summary:

Percentage: 38

Process release checklists from beginning to end on all prisoners leaving the facility including such technical duties and time computation review, LEIN checks, and compliance with the Sex Offender Registration requirements, among others. Ensure that the multi-department and multi-agency checks are completed in the appropriate time frames and ensure that all Michigan statutes related to prisoner releases are adhered to.

Individual tasks related to the duty:

- On an ongoing basis, review the Facility Release database, pulls assigned prisoner files for upcoming pre-release processing whether paroling to the community or discharging on the maximum term without parole.
- Begin the parole/discharge release checklist, using the Release database, which includes areas including Parole Board decision, time computation completion, LEIN/NCIC checks, Sex Offender Registration compliance, detainer processing, GED requirements, and arranging transportation based on department procedures. This includes reviews and decision making in areas involving: **Parole Board decisions and time computation completion.**
- Performs LEIN/NCIC query on EACH prisoner name, alias name, alias date of birth and alias Social Security number.
- For any active felony or assaultive misdemeanor warrants or incomplete Judicial Segment of Criminal history, research data, reviews and interpretation of such may be from the Offender Management Network Information system (OMNI), Corrections Offender Management System (COMS), and Michigan Criminal Justice Information Network (MiCJIN), JDW (Judicial Data Warehouse) and various Court Registers of Action. Makes independent decisions as to what information is accurate and if follow-up with various agencies is necessary with regard to open dispositions on LEIN.
- Contacts MSP to have them update prisoners Criminal History record if research reveals the disposition of a previously-open LEIN Arrest and/or Charge Segment.
- Detainer entry and processing as necessary, based upon results of research as performed above.
- Sex Offender Registration Act compliance.
- GED statutory requirement compliance.
- DNA sample completion statutory requirement compliance.
- Arrange prisoner transportation based on Department of Corrections' procedures.
- Monitor release dates at routine intervals for possible changes in release date.
- For offenders releasing directly from the facility, complete another set of 24-hour checks including LEIN/NCIC review, Parole Board decision, misconducts, forfeitures, and behavior based on the positive parole, health care review, Sex Offender Registration compliance and ensuring all documents required, pursuant to Michigan statute and MDOC policy/procedure, are prepared for the prisoner upon his/her release.
- Notify Department staff inside and outside of prisoner's impending release.
- On day of release, obtain prisoner signatures on release documents, including Parole Certificates, Gun Law form, Neal Lawsuit settlement form, accounting balance forms and for any Vital Documents received. Gives prisoner one copy of each form and makes and distributes appropriate signed copies to Prisoner files including parole agent, Institutional, counselor, and Central Office files.
- Obtain counselor file, match up Institutional and Counselor file active prefixes, pack in box, complete Packing List, submit electronic form to Records Retention and inserts Packing List inside box. Thirty days after prisoner release, seal box of files and attach mailing label for Jackson warehouse truck pickup and contact Warehouse staff for pickup from Records.

Duty 3

General Summary:

Percentage: 9

Track the requests from Probation Agents and the Daily Bulletin to determine if all new incoming prisoners are eligible to be screened at the Special Alternative Incarceration (SAI) facility based on security level, programming requirements, mental/physical/dental needs and dietary needs. Provides backup assistance for updating and distributing via email Weekly Release List in absence of primary duty holder. Miscellaneous duties and providing backup assistance to other Records staff, when primary duty holder is absent

Individual tasks related to the duty:

- Review the list from the OMNI Daily Bulletin with the new commits for screening. Coordinate the transfer of all prisoners within the institution including health care, education, custody, housing management with staff members to ensure all transfers are appropriate.
- Coordinate the transfer of all prisoners with the transportation team, both the regional cadre as well as the institutional transportation team members to ensure movement is completed in the most appropriate and secure manner.
- Ensure the classification screens are completed, prepare the transfer orders, and follow through the CFA Classification team approval process. Prepare for the movement of the prisoner files including the completion of the Transfer In/Out Checklist to ensure the receiving facility is properly notified of the status of the prisoner and that the prisoner meets that facility's needs.
- Obtains Deputy Warden signatures on Transfer Order, Security Screen and Transfer Detail forms.
- Packs files by putting them in Transfer Order, Screen and Detail into each file and wrapping them with clear plastic wrap.
- Checks OMS and COMS for Parole Board Action which will show prisoners who are scheduled for parole or discharge release in next 120 days. Use resulting information to compare the printout of Release database maintained by Records staff.
- Using a check-off format, compares and checks off each prisoner's release entry shown on both OMS and COMS to each entry on Release database.
- Continuing check-off process, underline any OMS line entries for prisoners whose release is not shown on the Release database. These will need to be added later.
- Once check off process is complete, review database for any entries not checked off. Research and resolve whether entry is still accurate on database. Make any corrections or deletions as research demands.
- Inserts newly generated entries from OMS Report to Release database.
- Once Release database update is completed, performs query from database listing only next five weeks' worth of prisoner releases.
- Formats query results into Excel format and emails newly updated Weekly Release List to interested parties.
- Ensure only documents that are formally distributed to the Record Office file are filed into the Record Office file and ensure that the files are kept in the proper, chronological order. The Record Office file is considered the Department of Corrections' Legal File, which is brought to court and used to testify with.
- Answers prisoner kites using the most advanced tools available to research prisoners' response including, but not limited to, COMS, OMNI, OMS, various Court Register of Action websites, both state and federal, online communications with law enforcement agencies and other Department of Correction's websites.
- Maintains prisoner Institutional files by filing regularly.
- Checks in incoming transfer files. Verifies accuracy of Transfer in Checklist.
- Distribute reports printed overnight.
- Receives, processes and distributes monthly Time Review printouts to housing units for Committee decision.
- Does any follow-up on detainers as needed. Enters and revokes detainers as paperwork received dictates.
- Other Record Office duties, as assigned.

Duty 4

General Summary:

Percentage: 5

Prepares and distributes Pre-Release Information Request. Receives completed forms back from various facility departments and gets forms to prisoner file/staff for Record Office staff reference during release Checklist processing. Prints items from CTCU Daily Print List. Miscellaneous duties and providing backup assistance to other Records staff, when primary duty holder is absent.

Individual tasks related to the duty:

- Using internal Record Office prisoner release database, for each prisoner who is approximately two weeks or more prior to release date, researches, completes and sends out Pre-Release Information Request forms by e-mail to involved staff of facility departments.
- Upon receipt of completed forms from involved department staff, prints form and places such in prisoner Institutional file or with staff responsible for that prisoner's release Checklist processing. Follows-up, as required.
- Receives Daily Print Request List from Central Office.
- Prints documents listed, copies and distributes copies.
- Throughout the day, monitors two mail boxes for Record Office.
- Sorts through items placed in these two boxes to determine if items need action or are filing materials.
- Reviews remaining mail items to determine which staff member or Supervisor should get item for follow-up handling, depending upon subject matter. Distributes accordingly.

Duty 5

General Summary:**Percentage: 3**

Intake of all newly committed prisoners as Reception and Guidance Center for female prisoners in Michigan. Act as gatekeeper who reviews sentencing documents for accuracy and completeness as provided in order to make decisions to whether prisoner will be accepted from County Sheriff staff. Backup to primary duty holder. Verifies accuracy of prisoner movement and count and prepares and distributes Daily Bulletin, alerting staff to prisoner on- and off-count movement in previous 24 hours.

Individual tasks related to the duty:

- Receive and review sentencing documentation provided by County Sheriff staff on newly committed prisoner for completeness and accuracy.
- If paperwork is not determined to be correct and complete, alerts Supervisor to such fact. With Supervisor, make joint decision as to whether to refuse to accept prisoner. Or whether incomplete documents can be completed via scan or fax from Court. Handles situation accordingly.
- If paperwork is determined to be correct and complete, scan sentencing document(s) to the Central Time Computation Unit (CTCU) for prisoner movement and sentence entry. Also provide to SAI staff for boot camp eligibility review.
- Enter prisoner Emergency Contact Information and marks/scar information on prisoner database.
- Review the record for Sex Offender Registration requirements and if necessary, change the address of the offender in the Michigan Criminal Justice Information Network (MiCJIN).
- Review the file for in-state pending felony charges and if they exist, ensure proper statute and policy/procedures have been followed or contacts have been made to the appropriate parties.
- Reviews the file for out-of-state pending complaint, information, indictment or warrant and processing according to the Interstate Agreement on Detainer Act, Governor's warrant process or the Extradition proceedings.
- Perform LEIN/NCIC query on each prisoner name, alias name, alias date of birth and alias Social Security number,
- For any active felony or assaultive misdemeanor warrants or incomplete Judicial Segment of Criminal history discovered, reviews, researches, analyzes and interprets such data. This data may originate from the Offender Management Network Information system (OMNI), Corrections Offender Management System (COMS), and Michigan Criminal Justice Information Network (MiCJIN), JDW (Judicial Data Warehouse) and various Court Registers of Action. Makes decisions as to which information is accurate and if follow-up with various agencies is necessary with regard to open dispositions on LEIN.
- Contacts MSP to have them update prisoners Criminal History record if research reveals the disposition of a previously open LEIN Arrest and/or Charge Segment.
- Based upon results of research as performed above, makes decision on type of Detainer to enter with requisite information into computer database, prepare Detainer Notification form and distribute copies to all files and prisoner.
- If Court proceedings have begun, ensures that the prisoner's due process rights have been followed and all Writ notifications regarding pending Court proceedings are processed either for Law Enforcement agency staff pickup or transportation to Court.
- Prints and Distributes Basic Information Sheet, which reflects prisoner's sentencing information, outdates and Emergency Contact Information. Also provide prisoner with copy of pre-sentence information and copy of all Judgments of Sentence.
- Using sentencing documents, builds three different prisoner files from scratch for each prisoner received. Sends Counselor file to Transcase Processor for use in continued Intake processing. Sends Central Office file to Lansing.
- Receives daily computer printouts and documents from Control Center staff which list prisoner movement for previous calendar day(s).
- Compares hand-written Control Center documents with computer printouts to ensure all COMS and OMNI have been made and are accurate.
- Prepares and distributes by email Daily Bulletin document, showing in detail each prisoner's movement which occurred in previous calendar day.
- Contacts Control Center to resolve any entry errors or omissions

Duty 6**General Summary:****Percentage: 2**

Prints PV reports and verifying OMNI information on newly-committed prisoner to determine if any pending charges or warrants are outstanding. Processes Detainer if confirmed.

Individual tasks related to the duty:

- Prints any Parole Violator reports for prisoners received on parole violator status.
- Verify OMNI information-Profile, Religion, Parole Guideline Assessment, Contacts. Notify PSI author and supervisor if no Parole Guideline Information on OMNI.

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

- Acts as Gatekeeper in Reception & Guidance Center by making decisions as to which newly-committed prisoners come into facility. Affects daily count and ensures policy and statute are followed.
- Determines work priorities independently keeping in mind transfer and release deadlines.
- Determines appropriate agency/office/department based on available information, when supervisor is not available for assistance.
- Contacts Parole Board staff to ensure parole grants are suspended, when appropriate or to bring new positive or negative inform information to the attention of the Parole Board. Affects prisoner release and public safety.
- For prisoner transportation details, decides level of custody restraints will be used on prisoner and what vehicle is needed (handicap van/regular vehicle). Affects staff, prisoner and public safety.
- Interprets the LEIN/NCIC information to determine the status of a charge/warrant to ensure prisoner due process rights are adhered to and correct classification level is adopted. Makes decisions as to what information is accurate and if follow-up with various agencies is necessary with regard to open dispositions on LEIN. Affects prisoner release and public safety.
- Decides when to contact MSP to have them update prisoners Criminal History record if research reveals the disposition of a previously-open LEIN Arrest and/or Charge Segment. Affects accuracy of prisoner Criminal History and ensures public safety.
- Interprets Court documents in accordance with Michigan statute, court rules, MDOC policies and procedures.
- How to respond to requests for prisoner information (what information to release); affects requestor and how much information is provided.
- Appropriate action related to prisoner file documents.

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

- Clarification of Michigan statute, Court rules and MDOC policy and procedure.
- Questions regarding pending charges, detainers, the IAD, or Extradition process.
- Workload prioritization, when unable to made an independent decision.
- When learning new task, to determine understanding and accuracy of assignment.
- For clarification of assignment.
- Interpreting complex legal documents.
- If significant changes are contemplated for the Record Office.
- Desired format for data collected.

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.

- This position requires sitting for an extended period of time while reviewing documents in physical files along with data on the screen.
- Moderate physical effort is required in the performance of this position including stooping, stretching, bending and lifting (handling heavy individual or stacks of files).
- This position is challenging and technical is nature due to the complex duties and independent decisions that need to be made on a daily basis.
- This position can be deeply stressful due to the nature of the ramifications that may occur if one error is made and the fact that public safety is at issue.
- Approximately 95% of work is performed on computer and has established deadlines, which cannot be missed.
- As backup to primary duty holder, this position can be located inside the secured perimeter of the facility.
- Grounds of facility are quite extensive, requiring ability to walk moderate to long distances.
- Position involves dealing with Levels 1, 2 and 4 custody prisoners, sometimes required to enter/work in secured perimeter.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

- This position provides Record Office services for the Women's Huron Valley Correctional Facility.
- Processes pre-release paperwork and prisoner release on the day of release.
- As backup to primary position, receives sentencing paperwork and prepares three new files for MDOC use. Also generates and distributes one sentencing packet to prisoner and another to Health Care.
- Liaison with courts and law enforcement agencies.
- Processing Michigan and Out-of-State Pending Charges, Warrants and Detainers
- Backs up Transfer Coordinator task for primary duty holder.
- Prepares Pre-Release Information Request to professional housing unit staff, receives and distributes to file holders after completion.
- Verifies accuracy of prisoner count, prepares and distributes Daily Bulletin to staff.
- Backs up task of finding/sending documents from CTCU Requested Documents daily list.
- Entry, audit and forfeiture processing of Class 1 and 2 prisoner Misconducts.
- Backs up processing of incoming mail for Record Office operation
- Backs up primary task holder of Weekly Release preparation and distribution via email.
- Reviews Parole Violator Reports from OMNI to determine if any pending charges exist. Does follow-up as necessary. Enter Detainer as necessary.
- LEIN/NCIC checks on each prisoner name, alias name, alias date of birth and alias Social Security number,
- For any active felony or assaultive misdemeanor warrants or incomplete Judicial Segment of Criminal history, researches data, reviews and interpretation of such may be from the Offender Management Network Information system (OMNI), Corrections Offender Management System (COMS), and Michigan Criminal Justice Information Network (MiCJIN), JDW (Judicial Data Warehouse) and various Court Registers of Action. Makes decisions as to what information is accurate and if follow-up with various agencies is necessary with regard to open dispositions on LEIN.
- Responsible for prisoner Record Office file maintenance
- Other related Record Office duties, as assigned.

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

The job's duties and responsibilities have not changed since the position was last reviewed. All references to the Corrections Management Information System (CMIS) information were removed and replaced with Corrections Offender Management System (COMS). Lake County TRV has been closed, and all associated responsibilities and duties have been removed.

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

The Record Office provides services to over 1,900 Level 1, 2 and 4 female prisoners as well as providing Reception and Guidance Center Record Office functions for female prisoners in the State of Michigan. The Record Office is a complex work area responsible for accurate record keeping for every prisoner in every facet of the prisoner's record including but not limited to classification, transportation, transfer, detainer processing and release processing. Prisoner records must be kept according to statute, administrative rules, department policy and institutional operating procedure. The office interacts with other facility work areas, attorneys, courts, law enforcement agencies, and the public. This Departmental Technician position is involved with every function in the facility Record Office. The Record Office provides critical information for the safety of prisoners, staff and the public in and outside the prison.

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:

Basic knowledge of the MDOC policies and procedures related to prisoner record keeping including but not limited to classification, transportation, transfers, time computation, detainer processing, extradition/IAD and prisoner release.

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.

SEAN COLEMAN

Appointing Authority

4/2/2026

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