

**State of Michigan
Civil Service Commission**

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

Position Code

1. GNOFASTE

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) Executive Administration
4. Civil Service Position Code Description General Office Assistant-E	10. Division Offender Success
5. Working Title (What the agency calls the position)	11. Section Education
6. Name and Position Code Description of Direct Supervisor TYLUTKI, SHAWN L; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Grandview Plaza 206 E. Michigan Ave Lansing, MI / Monday-Friday 8-5 Hours may vary

14. General Summary of Function/Purpose of Position

This position functions as the General Office Assistant in the Education section in the Office of Offender Success. For the MDOC Department of Education, this position will assist with post-secondary departmental projects, tracks training requirements for contractual staff and supports the post-secondary work area.. This position works directly with the post-secondary team including the Assistant Education Manager, Post Secondary Specialist, and facility College liaisons. This position will be responsible for ensuring LEINs are completed on all post-secondary partners and vocational village tours for people entering the facilities. In addition, this position will be responsible for maintaining a data base for MI Train completions and monitoring Human Resource's profiles on all college partners.

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: 55

Assists with post-secondary departmental projects, tracks training requirements for contractual staff and supports the post-secondary work area.

Individual tasks related to the duty:

- Provide data to the post-secondary specialist and Assistant Education Manager
- Uses personal computer-based data collection, processing, and reporting systems for post-secondary projects.
- Enters and tracks data
- Assists with the post-secondary applications.
- Organize statewide training, meetings, and conferences as needed
- Reviews and returns incorrect forms.
- Enter, review and maintain MI Train completions database
- Review HR profiles for college staff working in the post-secondary area.

Duty 2

General Summary:

Percentage: 40

This position will serve as the Law Enforcement Information Network (LEIN) Terminal Agency Coordinator (TAC) for the Michigan Department of Corrections, which includes the Executive Bureau, Correctional Facility Administration and Field Operations Administration. This position will collect and analyze the LEIN mailbox by the department employees from all areas of DOC and post-secondary partners and support the application needed in the performance of their duties.

Individual tasks related to the duty:

- Monitor the LEIN mailbox statewide to receive request from all post-secondary partners in regard to problems they are experiencing in the LEIN process.
- Interpret the problems and help users of these problems.
- Ensure the LEINS are ran in compliance with federal and state regulations.
- Make recommendations to senior staff for ways to resolve problems with the LEIN process.
- Make suggestions to senior staff for enhancements to the LEIN process to make it more efficient.

Duty 3

General Summary:

Percentage: 5

Other related tasks as assigned by supervisor.

Individual tasks related to the duty:

- Any additional education job related tasks or projects within the Education Section.
- Perform administrative duties as designated by the department or designee.

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

Establish work plans and prioritize course of action for analyzing problems and developing systems. Action is influenced and may affect legislative action, departmental support, and may have critical impact on this department and others.

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

Decisions that impact MDOC administration and/or State of Michigan agencies. New development for Post Secondary processes. Commitment of resources or proposed development of Education resources. Changes or decisions in the project development. Or have budgetary impact.

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.

Normal office environment and limited travel to facilities.

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):

N Complete and sign service ratings.
N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Assign work.
N Approve work.
N Review work.
N Provide guidance on work methods.
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 is the TAC Coordinator for the Michigan Department of Corrections at Grandview Plaza. They are ensuring LEINs are completed on all post-secondary partners and vocational village tours for people entering the any of our 27 correctional facilities. In addition, this position will be responsible for maintaining a data base for MI Train completions and monitoring Human Resource's profiles on all college partners.

This position will be the content expert on Law Enforcement Information Network (LEIN) and the LEIN Terminal Agency Coordinator (TAC) for the Michigan Department of Corrections, including Corrections Facility Administration, Field Operations Administration, and Executive Bureau. This also includes developing and daily monitoring the MDOC-Education-LEIN email box

This position will also work and assist to organize statewide training, meetings, and conferences as needed. This position will work on post-secondary departmental projects, propose solutions to processes and barriers while ensuring they meet objectives and deadlines.

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

New position.

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

The Education Section is the largest provider of Adult Education in the state of Michigan. Within this section, Post Secondary refers to the over 15 college/university partners that enter our facilities to provide a post-secondary experience for students while still incarcerated with the MDOC. The goal is to make these students more employable upon release, while earning AA and BA degrees.

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:

General Office Assistant 5

No specific type or amount of experience is required.

General Office Assistant 6

One year of administrative support experience.

General Office Assistant E7

Two years of administrative support experience, including one year equivalent to the intermediate level.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ability to coordinate and communicate with facility and central office staff. The ability to collect and analyze data and prepare summary recommendations. The ability to organize and present educational information to educators and others. The ability to set priorities and make program recommendations. The ability to organize statewide, the collections and management of Vital Document 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.

None.

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

ASHLEY NORTON

1/17/2025

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