

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-CARSON CITY FAC/CARSON CIT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Northern Region
5. Working Title (What the agency calls the position) Facility ADA Coordinator	11. Section Administration
6. Name and Position Code Description of Direct Supervisor REWERTS, RANDEE F; SENIOR EXECUTIVE WARDEN	12. Unit Warden's Office
7. Name and Position Code Description of Second Level Supervisor DODDS-DUGAN, CYNTHIA; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 10274 Boyer Road, Carson City, MI 48811 / 8 a.m. -4:30 p.m.

14. General Summary of Function/Purpose of Position

This position is a recognized resource as this facility's ADA Coordinator with primary function of ensuring qualified prisoners with disabilities are provided with non-medical accommodations to participate in the services, programs, or activities by Michigan Department of Corrections per requirements of the ADA. This involves providing guidance to the facility staff in order to educate prisoners of the non-medical ADA accommodations in accordance with PD 04.06.155 "Offenders with Disabilities," PD 04.06.156 "Deaf and or Hard of Hearing Prisoners," and PD 04.06.157 "Blind/Low Visual Acuity Prisoners," as well as other applicable policies and procedures to maintain compliance with these requirements. This position is required to complete and keep accurate, up-to-date documentation of prisoner's non-medical accommodations and their methods of effective communication

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: 60

Functions as the facility resource for facility staff by guiding them on completing interviews with all Hearing Impaired – Special Accommodation Notice (H-SAN) prisoners and/or Legally Blind (LB)/Low-Visual Acuity (LVA) prisoners that transfer into the facility, and/or prisoners with newly added or changed H-SAN, LB or LVA Accommodations by ensuring orientation and review of the required documentation and information is completed as required by PD 04.06.156 and PD 04.06.157.

Individual tasks related to the duty:

- Maintain current knowledge on all federal, state and department requirements under the ADA, MDOC policy.
- Conduct research and evaluate any changes to current police or public acts that may affect facility process.
- Review and process Non-Medical ADA requests submitted by prisoners. Requests can be submitted in any format, typically submitted on an Offender ADA Reasonable Accommodation Request/Appeal Form (CSJ-562) to determine if the request falls under the worksite ADA Coordinators authority per PD 04.06.155.
- Ensure that staff working with the prisoners on the non-medical accommodation have been provided appropriate forms, and direction on processing.
- Complete evaluation of request and supporting documentation provided by facility staff, recommend approval or denial of ADA request, and forward to MDOC Statewide ADA Coordinator for determination
- Respond to inquiries and direction from facility staff and administration related to prison ADA process, policies etc.
- Provide guidance and training to staff related to the ADA process for prisoners.
- Maintain the ADA reporting for the facility and work with facility staff to ensure that appropriate documentation is completed.
- Collect and analyze information on facility ADA process providing the report to facility administration advising of compliance or issues.
- Review and provide suggestions to the facility administration or department on process improvements.
- Work with facility staff in arranging In-Person American Sign Language (ASL) interpreter and/or video Report Interpreting (VRI).
- Work with the State ADA Coordinator for prisoner program on statewide objectives, providing information.

Duty 2

General Summary:

Percentage: 20

ADA program reporting and monitoring at facility level

Individual tasks related to the duty:

- Review and monitor costs of non-medical ADA program such as equipment, use of ASL interpreter etc.
- Review phone calls of D/HH prisoners as needed to determine eligibility of appropriate telecommunication devices
- Complete monthly audit of a sampling of documentation completed by staff to ensure effective communication is appropriately documented. If not follow-up with supervisory staff to provide training and reminders to staff to ensure effective documentation is appropriately documented per policy requirements.
- Maintain ADA prisoner reports and non-medical accommodation reports. Complete Annual Self-Audit of PD 04.06.156, "Deaf and/or Hard of Hearing Prisoners" to ensure facility is compliant with policy requirements.

Duty 3

General Summary:

Percentage: 10

Investigate and respond to requests from Office of Legal Affairs (OLA) and/or MDOC State Offender ADA Coordinator regarding inquiries, complaints, and production of document requests.

Individual tasks related to the duty:

- Investigate and provided requested information/documentation as requests for information are received from the Office of Legal Affairs and/or MDOC State Offender ADA Coordinator regarding inquiries, complaints, and production of document.

Duty 4

General Summary:

Percentage: 10

Ensure appropriate facility staff are provided the needed training in order to work with the prisoners regarding their approved non-medical accommodations.

Individual tasks related to the duty:

- Provide guidance and information to appropriate facility staff to ensure prisoner is provided the opportunity to view training videos for auxiliary aids, unless prisoner waives viewing of videos.
- Provide guidance and information to appropriate facility staff to ensure training is provided to eligible prisoners of approved telecommunication accommodations (i.e., Video Relay Service-VRS telephone, Videophone, CapTel phone) as needed.
- Work with facility staff on training and educating them on the ADA requirements at the facility.

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

Scheduling prisoners for completion of their CSJ-572 and CSJ-574 and updating this information as necessary, this effects the prisoner with the non-medical accommodation and provides needed information to staff so they know how to effectively communicate with the prisoner with a hearing impairment and/or prisoner that is legally blind or has low visual acuity.

Reviewing prisoners ADA Reasonable Accommodation Requests.

Tracking reports and logs maintained at the facility level to better assist staff with information as it relates to prisoner's non-medical ADA needs and accommodations.

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

Final approval of ADA Reasonable Accommodation Requests are reviewed and initially approved by the Warden, with final approval by the MDOC State ADA Coordinator.

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.

Sitting, working on computer, stooping, filing, lifting. Working within a 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.

Additional Subordinates

20. This position's responsibilities 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. |

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

Agree

23. What are the essential functions of this position?

Serving as the Facility ADA Coordinator for the prisoner population, ensuring all the appropriate paperwork is up-to-date and accurate, and help educate facility staff to work with prisoners on non-medical ADA accommodation available and provided to the prisoner population at the facility. Having a vast knowledge and understanding of PD 04.06.155, Offenders with Disabilities, PD 04.06.156 Deaf and/or Hard of Hearing Prisoners, PD 04.06.157 Blind/Low Visual Acuity Prisoners, as well as other applicable policies and procedures, to help ensure compliance with these requirements.

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?

This position will help to ensure compliance with MDOC policies and procedures as they relate to prisoners with disabilities, as well as ADA requirements.

26. 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 any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of rules, regulations, policies, procedures, precedents, and terminology used in work.

Knowledge of the techniques of using reference materials and organizing data for reports.

Knowledge of the techniques of interviewing and of obtaining information.

Knowledge of organizations, workflow, staffing, forms and procedures.

Ability to use a computer.

Ability to interpret and apply complex laws, rules, and regulations.

Ability to analyze data and operations and make recommendations for change.

Ability to conduct training and information sessions.

Ability to communicate effectively.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

n/a

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.

PAUL DEAN

10/16/2024

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