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|  |  | |  |  | | --- | --- | | |  | | --- | | 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-Central Michigan Correctional Facility | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | CFA | | **4. Civil Service Position Code Description** | **10. Division** | | Administrative Manager-3 | Kinross Office | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Business Manager | Administration | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | SENIOR EXECUTIVE WARDEN | Business Office | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | |  | 320 N. Hubbard St.; St. Louis, MI 48880 / 40 per week | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position oversees the support service functions to include Business Office, Records Office, Food Service, Physical Plant, Warehousing, Property, Quartermaster, and Mailroom at a DOC correctional facility. This position will develop annual budgets, procedures, management plans, and preparation of expenditure forecasts. This position is the facility liaison between the CFA Kinross Business Office and the Facility. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **35** | | Manage assigned operational areas of the facility for compliance with Department and Institutional policies and procedures.  Assigned areas include Physical Plant, Business Office, Property, Warehousing, Records, Food Service, Mailroom, and Quartermaster. These areas will also include Prisoner Store and Warehouse if located at the facility. | | | | **Individual tasks related to the duty:** |  |  | | • Coordinates activities between the assigned areas.  • Communicates objectives and goals to staff.  • Conducts frequent inspections of each area. Knowledge of policy directives, operating procedures, MIOSHA and U.S. Dept. of Public Health food   code requirements as they relate to areas of responsibility.  • Reviews monthly reports from each area. Prepares monthly report for Warden and CFA Kinross Office Business Manager.  • Conducts monthly staff meetings. Submits monthly staff meeting minutes to Warden and CFA Kinross Office Business Manager.  • Develops operating procedures in compliance with Policy Directives. Reviews policy updates for impact on current operating procedures.  • Responds to prisoner grievances at first and second step as assigned concerning areas of supervision.  • Ensures Departments operate within the established budget within the fiscal year.  • Supervise Prisoner Store if located at facility or serve as Liaison between prisoner store and facility staff and prisoners   • Assist with secure pak questions. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **25** | | Supervises subordinate staff. Provides guidance and direction as first line supervisor to Storekeeper Supervisor, Physical Plant Supervisor, Records Office, Mailroom Staff and Facility Accounting Staff. | | | | **Individual tasks related to the duty:** |  |  | | • Reviews union contracts and Civil Service guidelines to ensure compliance with contracts and rules.  • Authorizes sick and annual leave. Approves time. Coordinates staff time off to ensure required tasks are completed.  • Updates position descriptions as needed.  • Conducts yearly evaluations of staff performance.  • Assists with the hiring of staff.  • Reviews training reports to ensure staff complete required training.  • Responds to employee grievances as assigned by Warden.  •Assumes role of supervisor in subordinates absences. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **25** | | Monitors expenditures for compliance with current purchasing guidelines. Prepares monthly and annual financial reports as required by Budget and Operations Administration and Regional Office. Reviews financial data for accuracy. Serves as liaison between the Facility and CFA Kinross Business Office. | | | | **Individual tasks related to the duty:** |  |  | | • Monitors and approves facility expenditures. Ensures compliance with purchasing guidelines from DTMB and follows DOC purchasing restrictions.  • Reviews monthly financial and payroll reports from State financial system to keep current with financial status of facility.  • Prepares monthly financial projections and submits as required. Meets with Warden and Deputy Warden monthly to keep them informed as to the facility’s financial status.  • Prepares annual Spending Plan and Current Services Baseline Budget.  • Establishes budgets for individual departments. Distributes monthly reports for individual budget managers in order for them to monitor spending.  • Reviews this information with Warden and Deputy Warden. Informs CFA Kinross Office Business Manager of areas in need of budgeting assistance. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | Serves on Prisoner Benefit Fund committee, attends monthly Warden’s forums, and attends prisoner store committee meetings as appropriate. | | | | **Individual tasks related to the duty:** |  |  | | • Ensures compliance with policy and procedures regarding the operation of the prisoner store and benefit fund.  • Serves as the chairperson for the Prisoner Benefit Fund. Schedules meetings, publishes minutes, forwards for purchasing properly approved Benefit Fund expenditures.  • Monitors activities for compliance with Department policies and procedures.  • Attends Warden’s Forum meetings. Addresses issues brought up by the prisoner forum. Prepares responses for Warden as requested.  • Serves as the Liaison concerning contract information related to the TV cable system, vending service contracts and other vendors related to prisoner concerns. | | | | **Duty 5** | | | | **General Summary:** | **Percentage:** | **5** | | Special projects as required by the Warden, CFA Kinross Office Business Manager or Central Office. | | | | **Individual tasks related to the duty:** |  |  | |  | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Decisions are made daily regarding how to use the limited resources available in the most efficient manner possible such as reassigning employees to different areas as needed. Directs vendors in providing services such as refuse disposal, deliver of goods, repair of the TV cable system and maintenance of vending machines. Most departments and prisoners are affected either through the services delivered or by the potential security issues. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | The establishment or change in operating procedure which will affect the budget or the accounting and budget process.  Precedent setting issues.  Financial purchases not budgeted or which will impact the budget significantly.  Clarification of Department policies and directives; discussions and/or clarification of medium and long-range goals for administrative services. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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 will also be required to attend meetings with prisoners inside the secure perimeter and meet individually with prisoners to resolve grievances. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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.** | | | | |  |  |  | | |  | | --- | |  | | |  |  |  |  | | --- | --- | --- | --- | | **NAME** | **CLASS TITLE** | **NAME** | **CLASS TITLE** | |  | PHYSICAL PLANT SUPERVISOR-1 12 |  | FOOD SERVICES SUPERVISOR-4 12 | |  | ACCOUNTING TECHNICIAN-E E9 |  |  | |  |  |  |  | |  |  |  |  | | | | | |  |  |  | | |  | | --- | | **Additional Subordinates** | | |  | |  |  |  | |  | |  | | --- | |  | |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | Y | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | Y | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | Y | |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | Y | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | Y | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | The essential duties are to plan, coordinate and supervise he activities of the support service areas of a correctional facility as assigned.  This position must recognize the essential role the support services provide in the correctional setting and must be capable of touring and traveling to various buildings on a daily basis.  Prepares and interprets various financial data. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | The department continues to review and make changes as additional technologies are developed. We have regionalized and centralized many functions. This position does not supervise the procurement staff, accounts payable staff and prisoner accounting functions as this work has been transferred to either a regional office or Central Office. | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | This area is responsible for the support service functions and the monitoring and reporting of financial status at a correctional facility.  Support services are an integral part of the correctional facility.  This position will provide oversight and direction to staff in these areas to accomplish facility goals.  This position will also produce reports to keep the Warden and Budget and Operations Administration staff knowledgeable as to the facility financial status in relation to approved spending plan or appropriated funds.  This position will also assist with facility staff concerns related to regionalized and centralized Business Office functions. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 business administration, public administration, or a related field. Possession of a bachelor’s degree in business administration, public administration, or a related field. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **Administrative Manager 13 - 15** Four years of professional experience involving the application of the principles of finance or in two or more of the following areas of administrative management: human resources, information technology, purchasing, organizational analysis, or property management, including two years equivalent to the experienced (P11) level or one year equivalent to the senior, lead worker, or specialist (12) level.  **Alternate Education and Experience**  **Administrative Manager 13 - 14** Education typically acquired through completion of high school and four years of experience equivalent to a Food Services Supervisor 11, Physical Plant Supervisor 12, or Industries Supervisor 13; or, two years equivalent to a Fire Safety Supervisor 12, Food Service Supervisor 12, Physical Plant Supervisor 13, or Industries Supervisor 14 may be substituted for the education and experience requirements. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.  Knowledge of labor relations and equal employment opportunity policies and procedures.  Knowledge of training and supervisory techniques.  Ability to solve problems and make decisions.  Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.  Knowledge of labor relations and equal employment opportunity policies and procedures.  Knowledge of training and supervisory techniques.  Ability to solve problems and make decisions. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None | |  | |  |  |  | | | |  |
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