

1. Position Code
COMPOSITE

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency CORRECTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CORRECTIONS FACILITY ADMINISTRATION
4. Civil Service Classification of Position Senior Executive Warden 17	10. Division
5. Working Title of Position (What the agency titles the position) WARDEN	11. Section ADMINISTRATION
6. Name and Classification of Direct Supervisor SENIOR POLICY EXECUTIVE	12. Unit WARDEN'S OFFICE
7. Name and Classification of Next Higher Level Supervisor SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work

14. General Summary of Function/Purpose of Position Duties include development and oversight; organizing and enforcing procedure and policy for security; assuring the regular inspection of all buildings, grounds, security equipment, fire fighting equipment and maintenance equipment; responding to prisoner grievances at Step II; assuring the appropriate security and program classification of prisoners, assuring standards of security, safety and humane treatment of prisoners as set forth in applicable administrative rules, developing and monitoring the implementation of operating procedures to carry out the requirement of department of policy directives; and interacting with the "external environment" (i.e., news media, representatives of the executive and legislative branches of state government, the judiciary, etc.). This position also directs implementation of the mission, the visions and goals of the department and the facility through an administrative structure of a Deputy Warden, Captains and other supervisory staff. He/she works with various labor organizations to resolve problems, conducts disciplinary conferences, and initiates disciplinary action as appropriate for rule violations or directs staff to take corrective action for performance problems. The Warden also oversees the expenditure of the facility budget, assuring the operation within the allotted allocations.
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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 50

Plan, implement, direct and coordinate the administration of the facility

Individual tasks related to the duty.

- Schedule assignments and direct the work of subordinate supervisors.
- Conduct staff meetings and conferences with assistants to discuss operational problems, organization, budgetary matters, personnel matters, technical problems and the status of programs and projects.
- Control and govern the institution and exercise responsibility for discipline of staff and prisoners. Twenty-five (25) percent of work time is spent in direct contact with prisoners discussing transfers, grievances, institutional matters, family problems and granting/not granting good time.
- Directs the development of a spending plan for the facility and provides allocations to various department heads in order that they may complete their responsibilities during the fiscal year.
- Meets with various labor organizations (i.e. MCO, MSEA, UAW and others) in an effort to resolve issues or problems.
- Works with health care to ensure prisoner health care needs are met.

Duty 2

General Summary of Duty 2

% of Time 20

Develop annual and long range programs and plans for the facility.

Individual tasks related to the duty.

- Direct the development and revision of operating procedures and rules designed to implement the requirements of statutes, administrative rules, and departmental policy directives.
- Meet with representatives of the legislative and executive branches of government, members of the news media, representatives of professional organizations and interest groups to discuss matters related to the operation of the facility.
- Assure that standards of safety, security, and humane treatment of prisoners set forth in various administrative rules and department policy directives are satisfied as well as satisfy the requirements of relevant standards promulgated by the Commission on Accreditation for Corrections of the American Correctional Association in managing the facility.

Duty 3

General Summary of Duty 3

% of Time 15

Develop budget recommendations for capital outlay, staffing, equipment, utilities, food and travel and manage appropriated funds.

Individual tasks related to the duty.

- Directs the facility manager in the development of a spending plan for the upcoming fiscal year.
- Develops projections for future expenditures and anticipated needs.
- Directs allocations of appropriated funds to the various department heads.
- Ensures that all areas stay within their appropriations/allocations.

Duty 4

General Summary of Duty 4

% of Time 10

As Appointing Authority, oversees the hiring of employees and evaluate the performance of staff. Ensure Equal Employment Opportunity is adhered to in hiring and promotional decisions.

Individual tasks related to the duty.

- Ensures that yearly performance evaluations are completed on all staff.
- Reviews recommendations for disciplinary conferences and holds said conferences and ensures that discipline meted out is in line with departmental policy and fundamentally fair.
- Ensures appropriate corrective action is taken for performance problems inclusive of informal counseling, counseling memorandum and as necessary, interim service ratings.
- Responds to complaints regarding harassment and ensures that they are handled according to departmental policy.
- Ensures that vacancies are filled according to civil service rules and DOC guidelines.

Duty 5

General Summary of Duty 5

% of Time 5 _____

Other duties as assigned by Regional Prison Administrator or Deputy Director.

Individual tasks related to the duty.

- Provides training to departmental staff such as disturbance control. Also provides an overview of correctional facilities administration to new employees.
- Represents the facility at various community activities, i.e. Chamber of Commerce, Intergovernmental Committee, or other related activities.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Responds to inquiries from representatives of the executive and legislative branches of state government, preparing affidavits and responses to interrogatories submitted by plaintiffs in civil actions, mediating among employees within the facility.

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

Issues involving the interpretation of an administrative rule or department policy, as well as those issues mandated by policy for higher level review, i.e. approval of supervisory appointments, spending plan changes, renovation requests, etc.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Walking, sitting, climbing throughout the facility on a routine basis.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	Deputy Warden		
	Business Manager		
	Records Office Supervisor		
	Administrative Assistant		
	Executive Secretary-E		

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**
Yes.

- 23. What are the essential duties of this position?**

The incumbent must have the ability to direct the administration of both minimum and maximum security prisoners. This includes having the knowledge of all departmental policy and procedure and the ability to control and govern the institutional employees and inmates.

The incumbent must have good communication skills both orally and in writing; good leadership skills; and must have extensive knowledge of institutional operations and labor relations; and the ability to interact with the news media, representatives from the executive and legislative branches of government.

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

The duties and responsibilities have remained the same.

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

Its function is to provide a safe, secure and humane environment in which to confine prisoners.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

B.A. Degree

EXPERIENCE:

Five years of professional experience including two years of experience as a professional manager or equivalent experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

An extensive knowledge of human and labor relations; knowledge of institutional operations and the ability to incorporate sound custody and security practices into the operation of the facility; experience in the development and management of budgets; the ability to interact effectively with external environment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Not applicable.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date