State of Michigan
Civil Service Commission

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

Position Code
1. CORPCDRED51R

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 CORRECTIONS PROGRAM COORD-E	**10. Division** Offender Success Administration
5. Working Title (What the agency calls the position) College Facility Coordinator	**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** Richard H. Handlon Correctional Facility 1728 Bluewater Highway, Ionia, MI / Monday- Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

The Offender Success Administration's Education Section implements practices and educational opportunities in prison that promote successful outcomes such as degrees and certifications to prepare offenders to transition from prison to their community. This position will work with college partners in the community and facility staff for offender participation in college services and postsecondary educational programming during their incarceration at the facility; complete enrollment and referrals within departmental data systems; document programming and classes; schedule and facilitate meetings involving departmental staff and college providers in the community. This position will collect, analyze, and maintain program data necessary to meet Pell grant program reporting and evaluation requirements.

This is a position in which the incumbent has regular unsupervised access to and direct contact with prisoners and is a DART (Drug/Alcohol Test Designated) position in accordance with Civil Service Rules.

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:** **25**

Provide guidance to offenders for participation in college services and postsecondary educational programming during their incarceration at the facility.

Individual tasks related to the duty:

- Meets with prisoners to explain program requirements and application process.
- Reviews applications and prisoners' educational and behavioral histories and determines eligibility for enrollment.
- Researches available education/degree programs to evaluate best fit for each prisoner. Places students on the most appropriate participation list to enroll in and attend college programs likely to enhance students' success after release.
- Develops a schedule for student attendance for each semester.
- Works with individual prisoners to determine course electives and credit requirements.
- Facilitates communications between prisoner students and college advisors.
- Maintains continuous pools and waiting lists ensuring colleges have an equitable group of candidates that represents a diverse population as it relates to race, ethnicity, gender, age, religion, and abilities**.**
- Identifies potential barriers to successful completion of postsecondary assignments and makes necessary referrals.
- Monitors and terminates prisoners' participation in college services through the postsecondary program. Reviews prisoner files for programming needs and recommends programming changes as appropriate.
- Prepares reports and compose correspondence related to the program(s) as necessary.

Duty 2

General Summary: **Percentage:** **25**

Collaborate with postsecondary partners to facilitate provision of educational coursework.

Individual tasks related to the duty:

- Obtains custody clearance and LEIN checks for potential non-State of Michigan staff.
- Arranges and/or provides training for potential instructors, classroom aides, etc. Collaborates with the Institutional Training Officer to ensure staff have completed computer-based and in-person institutional training.
- Organizes and plans with the college and the facility to get all curriculum and necessary school supplies into the facility and stored safely at the beginning and end of each semester.
- Serves as a point of contact and resource for questions and concerns from non-DOC entities involved in providing services.
- Facilitates bi-monthly MDOC and college partner meetings.
- Assists school principal and Central Office (COF) college staff to facilitate the Student Voice Counsels (SVC) at the facility.
- Assists with organizing guided tours for college staff and institutional processes.
- Evaluates and process release of information forms for access to education information to college providers.

Duty 3

General Summary: **Percentage:** **20**

Collect and analyze data from Postsecondary Education program. Complete documentation and required reports.

Individual tasks related to the duty:

- Utilizes Offender Management Network Information (OMNI) database for every student enrolled in college classes for the purpose of planning, developing, and tracking each student's College Educational pathway. Enter every student's college course credit information to include certifications, associates, and bachelor's degrees into OMNI Statewide Database. Decipher credit requirements for each student's degree toward completion.
- Works with the other College Facility Coordinators to develop and prepare policy materials, operations manuals, and supporting instructions that will be used statewide to place and engage offenders for participation in the postsecondary program.
- Collects data from postsecondary providers and facilities. Analyzes the data for the postsecondary program.
- Collects program data every semester, including number of students, cumulative GPA, degrees/certificates earned, credits completed, etc., to meet federal grant and other reporting requirements. Maintains detailed records related to each prisoner's progress and achievements.
- Tracks, assesses, and provides specific data each semester regarding the current enrollment, completion rate, courses offered, student drop rates, degrees and certifications earned.

Duty 4

General Summary: **Percentage:** **20**

Complete reporting in regard to Postsecondary Education program, as well as update educational tools and provide training.

Individual tasks related to the duty:

- Compiles prisoner survey results and provides reports to the Education Manager for use in determining current and future educational opportunities.
- Uses educational tools to facilitate programming.
- Represents the facility and the OSA at various meetings, project workgroups and similar work sessions.
- Maintains a system to process facility callouts for prisoners to attend services and ensure sufficient space and scheduling to accommodate programing.
- Develops and updates operating procedures specific to each facility.
- Develops removal and appeal processes for students removed for disciplinary purposes.
- Develops training and mentorship program for new staff.

Duty 5

General Summary: **Percentage:** **10**

Additional duties as assigned.

Individual tasks related to the duty:

- Attends Staff meetings.
- Provides monthly reports.
- Additional duties as assigned.

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

- Decisions on developing processes/procedures covering programming space and scheduling which affect program delivery at the facility.
- Decisions on the administration of courses or workshops offered.
- Decisions on reaching out to community partners and departmental staff on developing programs and services for implementation within the Facility.
- Assessment and delivery of programming activities to ensure a seamless transition back to the community for the paroling/discharging prison population.

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

- Final approval for programs and services implemented at the facility.
- Changes to any policy or statewide operating procedures.

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.

Standing, walking, sitting, carrying, and driving a vehicle are the types of physical effort utilized to perform the job. Environmental conditions are constant with working inside a correctional facility and outside in meeting or public appearance participation.

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	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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 will work with college partners in the community and facility staff for offender participation in college services and postsecondary educational programming during their incarceration at the facility; complete enrollment and referrals within departmental data systems; document programming and classes; schedule and facilitate meetings involving departmental staff and college providers in the community. This position will collect, analyze, and maintain program data necessary to meet Pell grant program reporting and evaluation requirements.

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

Requesting to remove the STP designation from position CORPCDRED51R in accordance with MCSC Regulation 3.14. The incumbent in this position, MIKE SNYDER #1128877, was placed in this position effective 1/21/2024. The employee meets the minimum education and experience requirements and has satisfactory performance.

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

The Education Section, within the Offender Success Administration, is responsible for administering all educational programming at prison schools throughout Michigan, including oversight of curriculum, reporting and budgeting. This position coordinates the postsecondary programs in prison.

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 criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, physical education or recreation, sociology, school social work, social work administration, educational psychology, family relations, human services, or theology.

EXPERIENCE:

Corrections Program Coordinator 9
No specific type or amount is required.

Corrections Program Coordinator 10
One year of professional experience providing services to inmates, parolees, or probationers in a correctional setting equivalent to a Corrections Program Coordinator 9 Prison Counselor 9, or Parole/Probation Officer 9.

Corrections Program Coordinator P11
Two years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, including one year equivalent to a Corrections Program Coordinator 10, Prison Counselor 10, or Parole/Probation Officer 10.

Alternate Education and Experience

Corrections Program Coordinator 9
Possession of a bachelor's degree in any major and one year of Department of Corrections experience.

OR

Education level typically acquired through the completion of high school and one year as an Assistant Resident Unit Supervisor 11 or Corrections Shift Supervisor 11; or, two years as a Corrections Field Services Assistant E10, Corrections Medical Unit Officer E10, Corrections Resident Representative E10, Corrections Security Representative E10, Corrections Transportation Officer E10, Resident Unit

Officer E10, or Special Alternative Incarceration Officer E10; or, three years as a Corrections Medical Officer E9 or Corrections Officer E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the techniques and problems involved in organizing group activities.
- Knowledge of security procedures.
- Ability to organize and coordinate activities in a prison setting.
- Ability to interpret and apply laws, rules, and regulations relative to the work.
- Ability to communicate effectively with others.
- Ability to establish and adapt rules to prevent prisoner disorder.
- Ability to provide guidance and direction in activities.
- Ability to organize, evaluate and present information effectively.
- Ability to formulate plans procedures and controls in a program or service area.
- Ability to learn and utilize computer processes.
- Ability to maintain favorable public relations.

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.

N/A

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

KATLYN SAYLOR 1/22/2026

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**