

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

Position Code 1. DEPSPL2T07N
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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)
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Office of Executive Affairs
5. Working Title (What the agency calls the position) Discipline Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor CUSACK, NICHOLAS J; STATE ADMINISTRATIVE MANAGER-1	12. Unit Discipline
7. Name and Position Code Description of Second Level Supervisor WARNER, KATHY L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza 206 E. Michigan Ave Lansing, MI 48909 / Monday-Friday 8 am - 5 pm

14. General Summary of Function/Purpose of Position

As a confidential Departmental Specialist for the MDOC Discipline Unit, this position has statewide responsibility and assignments with considerable department impact. This position specializes in the discipline process with department wide application that is consistent with the employee handbook, employee discipline policy, collective bargaining agreements and Civil Service Rules and Regulations. Represents the department in arbitrations, hearings, and court cases. This position is also responsible for giving Wardens/Administrators and HR offices direction, guidance, and expert training on the discipline processes.

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: 65

This position functions as the Departmental representative for assigned cases specializing in imposing, reviewing, and the oversight of discipline for all department employees. Consistent application of the disciplinary process has a significant impact on all operations, programs, and areas within the department.

Individual tasks related to the duty:

- Specializes in imposing, reviewing, and the oversight of the discipline processes for the Michigan Department of Corrections. Provides direction, guidance, and interpretation to Wardens/Administrators and HR staff on Civil Service Rules and Regulations for proper application and imposition of discipline.
- Formulates guidelines for Wardens/Administrators and HR staff handling discipline for consistent application department wide.
- Collects and maintains discipline data necessary to meet discipline reporting guidelines and the goals of the department.
- Reviews and analyzes and administers discipline to ensure proper application consistent with Civil Service Rules and Regulations. This position has the authority to sign off independently on disciplines, request additional documentation, and correct errors in the application of the process.
- Establish, administer and evaluates program goals and plans for implementation of training of Wardens/Administrators and HR staff for department wide discipline processes. Provides feedback as needed to ensure a consistent discipline process.
- Coordinates and delivers training department wide with the goal of delivering tools to accurately implement the rating process. Provide consistent application to address staff deficiencies with the goal of reaching satisfactory status and staff retention.
- Analyzes the application of discipline department wide and makes recommendations for policy, procedure, and process changes to ensure consistency. This includes developing alternative strategies for consideration and implementation.
- Determines settlement agreements and communicates with Wardens/Administrators and HR staff to reach and approve settlement agreements. Creates settlement agreements to provide to employee/union.
- Acts as the liaison between Wardens/Administrators and HR staff and the Civil Service Commission.
- Interprets the MDOC Employee Handbook, Employee Discipline Policy, Collective Bargaining Agreements, federal and state laws pertaining to FMLA, and Civil Services Rules and Regulations.
- Testifies at arbitrations, hearings, and court cases, advocating the Department's position on assigned cases.

Duty 2

General Summary:

Percentage: 25

Back-up to the Discipline Manager. Assists the Discipline Manager in updates to the Employee Handbook and discipline related policies and procedures. Responsible for the department's stop order report.

Individual tasks related to the duty:

- Functions as the back-up to the Discipline Manager.
- Participates in meetings to discuss updates to the employee handbook.
- Assists with oversight of the discipline process, making recommendations and approving discipline on a department wide basis for assigned cases.
- Assists with planning, coordinating, and training department staff on the employee handbook and discipline related policies and procedures.
- Provides direction to Wardens/Administrators and Human Resources staff on Civil Service Rules and Regulations specific to unsatisfactory performance ratings.
- Maintains records and prepares correspondence related to employee discipline.
- Provides office coverage and addresses discipline matters in the Discipline Manager's absence.
- Creates and maintains discipline job duties reference manual and training resources.
- Responsible for maintaining the department's stop order report.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Other duties as assigned.

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

Discipline decisions for assigned cases following thorough review. Author and offer settlement agreements on assigned cases.

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

Those requiring knowledge of past practices to be considered and knowledge of the history of the subject matter. Decisions regarding unusual circumstances and those having significant departmental 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.

This position requires sitting, standing, walking, carrying, driving a vehicle, and operating a laptop. Statewide travel is required. Entry into prisons, court rooms, and other work locations required.

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?

Yes

23. What are the essential functions of this position?

This position specializes in the Discipline process under the direction of the Discipline Manager to provide oversight and impose discipline department wide consistent with the Employee Handbook, Employee Discipline Policy, Collective Bargaining Agreements and Civil Service Rules and Regulations. This position is also responsible for giving Wardens/Administrators and HR Offices direction, guidance, and expert training on the discipline process.

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

New establishment

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

Responsible for employee discipline statewide, the MDOC Employee Handbook and the Employee Discipline Policy and Operating Procedure.

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 Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the MDOC Employee Handbook, Civil Services Rules and Regulations, Collective Bargaining Agreements, and MDOC policies and procedures. Knowledge of the Personnel Action Tracking System (PATs) database. Advocacy knowledge and skills. Strong analytical skills. Ability to convey complex information verbally. Communicates effectively and requires attention to detail. Proficient writing skills.

**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.

ASHLEY NORTON

8/30/2024

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