

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

Position Code

1. DEPTALTAC20N

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) Field Operations Administration
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division Parole Board
5. Working Title (What the agency calls the position) Pre-Screening Unit Lead Worker	11. Section Pre-Screening Unit
6. Name and Position Code Description of Direct Supervisor LUTZ, KELLY S; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor WAKLEY, TAMARA L; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position provides support to Parole Board and Central Office staff in matters regarding pre-screening. This position interacts with staff in other administrations including CFA, Records Offices, and Offender Success to collaborate and correct deficiencies. This position works directly with the members of the Parole Board to assist with any questions they have regarding pre-screening.

This position is responsible for overseeing the day-to-day operations of the Pre-Screening Unit within the Office of the Parole Board. Pre-screening includes a structured review of files to determine how the prisoner should be assessed on certain factors. The position ensures accuracy by conducting quality assurance reviews and monthly audits, balances workloads within the unit, and provides pre-screening training to new hires and Board Members.

This position understands Structured Decision-Making Framework and what is necessary in pre-screening for Board Members to assess the eight domains. This position works directly with Board Members to identify their needs and to create efficiencies and then conveys that information to the Pre-Screening Unit, conducting the necessary follow-ups and audits to ensure accuracy.

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: 50**

Oversees the work of the professional pre-screening staff.

Individual tasks related to the duty:

- Uses and maintains computer databases to record and analyze data on daily production.
- Evaluates organizational and/or operational needs and recommends solutions.
- Ensures product quality by conducting file audits.
- Assigns and balances workloads within the unit.
- Proposes, develops, and prepares operations manuals and supporting instructions in the Pre-Screening Unit. Ensures that the desk manual includes relevant information related to Structured Decision-Making Framework.
- Has a thorough understanding of Structured Decision-Making Framework and ensures the unit is trained on updates and current practices.
- Conducts onboarding / training with new pre-screening staff and Parole Board Members and provides ongoing guidance regarding work methods and practices.

Duty 2

General Summary: **Percentage: 20**

Pre-screen the files of prisoners who are being considered for parole by the Parole Board.

Individual tasks related to the duty:

- Reviews files for prisoners eligible for parole consideration and assesses the information in COMS or OMNI/PBIS for Parole Board Members using COMS or OMNI.

Duty 3

General Summary: **Percentage: 10**

Reviews policies and procedures to respond to correspondence and grievances.

Individual tasks related to the duty:

- Establishes and evaluates unit's responsibilities, recommends program policies and procedures, and designs forms.
- Conducts research and analysis and prepares correspondence related to the work activities of the unit.
- Conducts research and analysis and prepares Step I grievance responses related to the work activities of the unit.
- Interprets existing and proposed laws, policies, and procedures as they relate to the unit.
- Evaluates organization and/or operational needs and recommends solutions.

Duty 4

General Summary: **Percentage: 5**

Prepares monthly reports for Senior Manager.

Individual tasks related to the duty:

- Maintains production statistics for the unit.
- Regularly conducts audits of completed work.
- Conducts research and analysis and prepares report, including unit concerns and accomplishments.

Duty 5

General Summary: **Percentage: 15**

Other duties as assigned.

Individual tasks related to the duty:

- Complete 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.

This position makes independent decisions regarding work assignments, audits, how to pre-screen (or assess) prisoner files when eligible for parole consideration. This position is instrumental in ensuring timely and accurate completion of cases to be considered by the Parole Board. This position also trains new analysts and Board Members on the pre-screening process and works with Board Members, managers, or staff to resolve work related problems.

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

Decisions that are based on ambiguous or incomplete file information. The lead worker will consult with immediate supervisor for the more complex issues.

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 long periods of sitting, reviewing files and making computer entries. For the most part, the position is occupied indoors, in a general office setting, during regular business hours Monday through Friday. There are occasions when movement outdoors and travel by motor vehicle is required. Occasional bending, stooping, and lifting of files is required, with weights varying and up to approximately twenty pounds.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	DEPARTMENTAL ANALYST-E P11		DEPARTMENTAL ANALYST-E P11
	DEPARTMENTAL ANALYST-E P11		DEPARTMENTAL ANALYST-E P11
	DEPARTMENTAL ANALYST-E 10		DEPARTMENTAL ANALYST-E P11
	DEPARTMENTAL ANALYST-E		DEPARTMENTAL ANALYST-E
	DEPARTMENTAL ANALYST-E		

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.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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?

The essential duties of this position are to oversee the day-to-day operations of the Pre-Screening Unit within the Office of the Parole Board and ensure timeliness and accuracy of the final work product.

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

Requesting to update position DEPTALTAC20N in accordance with MCSC Regulation 4.01. This position now includes responsibilities related to understanding Structured Decision-Making Framework and ensuring that staff are properly trained

on the requirements. This position now has added responsibilities of policy and procedure reviews and making recommendations for changes, where needed.

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

The function of the Parole Board is to be the releasing authority for certain adult felony offenders who have been committed to the Department of Corrections. Once a prisoner has served the minimum sentence, the Parole Board is mandated to determine whether or not to parole a prisoner based on a comprehensive assessment of the prisoner's risk to the public. This position provides the Parole Board with essential information which is used by Board Members when considering prisoners for parole.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of parole and/or the parole consideration process.
- Knowledge of prisoner files and the factors relevant to parole decision making.
- Knowledge of basic supervisory techniques and practices.
- Sufficient computer skills to learn to use Parole Board Information System (PBIS) and COMS.
- Ability to quickly find and accurately interpret information contained in prisoner files.
- Ability to analyze and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.

**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.

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