State of Michigan
Civil Service Commission

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

Position Code
1. DEPSPL3C54N

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)** Correctional Facilities Administration (CFA)
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-3	**10. Division** Operations
5. Working Title (What the agency calls the position) Administrative Assistant	**11. Section**
6. Name and Position Code Description of Direct Supervisor CHAPMAN, WILLIS A; SENIOR POLICY EXECUTIVE	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor BUSH, JEREMY I; SENIOR DEPUTY DIRECTOR	**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 participates in, oversees, and directs a variety of activities designed to provide monitoring, research, and analysis for the purpose of evaluation, assessment, change, planning, development and implementation of programs and services for prisoners and staff associated with the operation of facilities throughout the Department. Designs methods and collects, coordinates, and interprets information and data received from facilities. Uses this information to develop and recommend changes within CFA. This position serves as the liaison for the Operations Administrator on various committees and workgroups. Any other duties that may develop as necessary to ensure the safe, efficient, and effective operations of CFA.

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: 40**

Assist and support CFA Assistant Deputy Director of Operations.

Individual tasks related to the duty:

- Attend meetings on behalf of ADD as the CFA Operations representative.
- Assist in the Critical Incident Post Incident Review process to identify, assess, and correct any noted problem areas. Follow up and monitor progress with the respective Correctional Facilities confirming all recommended corrections and/or changes are made to comply with Post Incident recommendations.
- Attend Post Incident Reviews as CFA Operations representative.
- Assist CFA Operations Managers to ensure efficiency and adherence to Departmental Policies.
- Assist with the Peer Security Audit Review for CFA facilities. Summarization of audit findings for each CFA location audited, recommend security process improvements, and monitor completion of improvements to ensure consistency of security practices.
- Lead workgroups supporting CFA Operations. Workgroups to include but are not limited to EPIC teams, security process changes, program process changes, and policy and procedure change implementation.
- Maintain Contingency Staffing list for CFA.
- Assist with the planning of CFA Staff development conferences including but not limited to Deputy Warden, ADW, Administrative Assistant, and Inspector conferences.
- Conduct special projects and duties.
- Collect, consolidate, maintains data on Dashboard to track and display objectives and goals as identified by Operations ADD.

Duty 2

General Summary: **Percentage: 20**

Responsible for overseeing prisoner personal property purchasing process and authorized prisoner personal property vendors.

Individual tasks related to the duty:

- Collects, consolidates, and maintains data associated with prisoner personal property.
- Communicates with Administrators, Inspectors, Property Officers and other facility personnel regarding security or operational concerns involving prisoner personal property.
- Recommends changes to 04.07.112 Prisoner Personal Property to Operations ADD. Recommended changes may result from security needs, operational concerns, or vendor availability.
- Assist correctional facility staff in interpreting policies and processes.
- Maintain approved property vendor list. Make recommendations for change to Operations ADD as needed.
- Maintains a good working relationship with property vendors to ensure prisoner needs as well as security concerns are addressed. Ensuring prisoner and staff have access to vendor catalogs and ordering procedures.
- Support Kinross and Jackson business offices with ordering process questions and concerns.
- Maintain approved athletic shoe list.

Duty 3

General Summary: **Percentage: 20**

Collects, consolidates, coordinates and maintains data and information related to contracts, and analyzes this information. Responsible for the day-to-day management of assigned contracts, including responding to contractors, staff, and prisoners regarding operational issues and service delivery. Prepares reports and correspondence relative to information/data collected for the Operations Administrator for the Deputy Director, and/or the Director. Makes recommendations for changes/constancy.

Individual tasks related to the duty:

- Based upon interpretation of this data and information, makes recommendations for modification in either implementation, resource allocation, monitoring or reporting formats, or in some cases, continuation or implementation of a program or process to achieve greater efficiency and effectiveness for all facilities.
- Viapath – Prisoner Services Contract – coordinate with and respond to all issues related to the implementation and day to day operations of the contract. Respond to all issues related to this contract from CFA Administration, facility staff, prisoner family and friends, prisoner advocacy groups and legislative inquiries.
- The Keefe Group – meet with / correspond with vendor staff regarding products and services, including the Securepak Program. Respond to all issues related to this contract from CFA Administration, facility staff, prisoner family and friends, prisoner advocacy groups and legislative inquiries.
- Pen Products / Indiana Correctional Industries – meet with / correspond with vendor staff regarding products and services. Respond to all issues regarding prisoner footlockers from facility staff and prisoners.
- Peckham Vocational Industries / Abbott Labs - meet with / correspond with vendor staff regarding products and services. Respond to all issues from facility staff and prisoners.

- Buford Satellite Systems - meet with / correspond with vendor staff regarding products and services. Respond to all issues from facility staff and prisoners.
- Safeware Inc. – CFA contact meet with / correspond with vendor staff regarding products and services. Respond to all issues from facility staff and prisoners.
- Id Networks Inc. / Live Scan Finger Printing - meet with / correspond with vendor staff regarding products and services. Respond to all issues from facility staff and prisoners.
- Sherwood Funeral Home LLC. / Prisoner Funeral Home services - meet with / correspond with vendor staff regarding products and services. Respond to all issues from facility staff and prisoners.
- Canteen One / Vending services - meet with / correspond with vendor staff regarding products and services. Respond to all issues from facility staff and prisoners.

Duty 4

General Summary: **Percentage: 10**

Visits facilities to interact with administrators and other prison staff regarding implementation, reporting and compliance with programs, policies, procedures, departmental mandates, laws, and court ordered processes. Responds to prisoner, prisoner family, staff, outside agencies, and public inquiries regarding all issues. Consults with state, local, and federal personnel concerning program areas. Acts as liaison with Health Care Administration, Offender Success Administration to resolve custody issues/concerns.

Individual tasks related to the duty:

- Meets with Managers of areas supported by Operations (i.e., Records Office, Business Office, Programs, Classification, Transportation, etc.) when visiting facilities to identify all issues/concerns/problems.
- Meet with Warden's forum upon facility request.
- Meet with program area managers to identify and resolve issues/concerns.
- Ensure the 3-year policy review for CFA Operations occurs and documented.

Duty 5

General Summary: **Percentage: 5**

Design and implement methods for program evaluations and following analysis of the rehabilitative impact of programs for prisoners, makes a cost analysis. Cost information is used to determine applicability in relation to budget constraints.

Individual tasks related to the duty:

- This evaluation, analysis and any recommendation relate to all correctional facility operations. (Program is a term used here to indicate any process, program, operational process, etc., which may relate to prisoners, staff and/or the operation of a prison facility).
- Assist in the implementation of approved program changes by developing plans, timelines, or communication materials to support successful rollout.

Duty 6

General Summary: **Percentage: 5**

Research issues regarding public concerns, legislative inquiries, etc., as requested by the Department of Corrections Administration. Performs other duties as assigned. Respond to litigation and FOIA issues, as necessary.

Individual tasks related to the duty:

- Research and analyze issues raised through public concerns, legislative inquiries, media contacts, advocacy groups, and constituent communications; prepare accurate summaries and responses for CFA and Department leadership.
- Coordinate with CFA Administration, facility leadership, Legal Affairs, Legislative Affairs, and other internal stakeholders to gather information needed to respond to external inquiries.
- Draft formal responses to legislative offices, the public, and other stakeholders following MDOC communication standards and confidentiality requirements.
- Review and respond to FOIA requests related to CFA Operations; collaborate with the FOIA Coordinator to ensure accurate, timely, and compliant document production.

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

Guidelines are not available for the reporting and interpretation of program data, the methods for follow-up on audit recommendation compliance, analysis of what the information means and methods for making needed changes. When established methods and procedures, in the form of laws, regulations, inspections, rules, policies, court orders, etc., are not fully applicable, the employee must exercise independent judgment and skills in selecting the appropriate courses of action.

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

When information listed in #16 is insufficient, or consultation when implementing new methods of retrieving and analyzing information. Court orders and new Departmental policies and/or laws when discussion and interpretation is needed.

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.

Physical effort would involve sitting, standing, and walking. For each of the above duties other than sitting, minimal time frames would be evident. Environmental condition exposure may include some contact with wet, cold, and/or heat.

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?

Item #15 is quite complete in describing the functions of this position. Considerable work is done independently in determining the best methods to use to collect and analyze information to create the most accurate and applicable information for use in prison operational decisions.

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

Updating duties to place a stronger emphasis on directly supporting the CFA Assistant Deputy Director of Operations, including attending meetings, leading workgroups, and coordinating operational reviews, which were not central in the previous PD. The new duties expand oversight of prisoner personal property processes and add responsibilities for maintaining vendor relationships and supporting facilities with policy interpretation, whereas the prior PD focused more heavily on broad program evaluation and contract monitoring. Contract management remains a duty but is reduced in percentage and now includes a wider and more detailed set of vendors. Additionally, the new PD incorporates tasks related to legislative inquiries, FOIA responses, and policy review cycles, reflecting a shift toward higher-level administrative coordination.

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

Correctional Facilities Administration is responsible for the administration of all State prison facilities. Included in that administration is the development, interpretation, and execution of policies related to prisoner care and welfare, institutional custody and security, treatment programs, prisoner classification and intra-institutional transfers, and institutional maintenance, housekeeping, sanitation and safety.

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:

Skills obtained in performing certain non-professional duties, particularly in the Corrections field, which would have facilitated knowledge of Departmental policies and procedures and familiarity with Administrative Rules, would be an asset. Ability to work independently & perform self-initiated assignments based on assessment of need.

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 10/13/2026

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**