

**State of Michigan
Civil Service Commission**

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

Position Code

1. INDPLDREA69R

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-MICHIGAN STATE INDUSTRIES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description INDUSTRIES PRODUCTION LEADER-E	10. Division Michigan State Industries
5. Working Title (What the agency calls the position) Production Leader	11. Section License Plate Factory
6. Name and Position Code Description of Direct Supervisor DOWNARD, JOSEPH L; INDUSTRIES SUPERVISOR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor WHITE, CURTIS; INDUSTRIES SUPERVISOR-3	13. Work Location (City and Address)/Hours of Work Gus Harrison Correctional Facility / 5:42am - 3:42pm Monday - Thursday

14. General Summary of Function/Purpose of Position

This position will assist in training and supervising prisoner employees in the manufacturing process involved in the production of license plates for the Secretary of State as well as specialty plates for qualified non-profit businesses. The process includes knowledge of computer graphic design, production, warehousing, shipping and receiving of these products and related equipment and materials. The position is located inside the secure perimeter of a multi-level prison.

This position has a subclass code INDPLSIGN.

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

Supervise designing and producing license plates and specialty products (i.e., signage, wood products, awards, and nametags) for customers. Order materials and supplies.

Individual tasks related to the duty:

- Design and produce license plates for Secretary of State
- Design and produce license plates and specialty products for 501-C3 customers
- Follow up with customers by email or telephone
- Order materials and supplies needed to produce the orders

Duty 2

General Summary:

Percentage: 20

Supervise, direct and train prisoner workforce.

Individual tasks related to the duty:

- Train prisoners in the use of tools, machinery and equipment
- Train prisoners in the maintenance of tools, machinery and equipment
- Train prisoners and oversee the general housekeeping and appearance of the factory
- Train prisoners in the procedures used in silk-screening, paint mixing and other processes
- Ensure compliance with MIOSHA standards and departmental policies and procedures

Duty 3

General Summary:

Percentage: 20

Responsible for quality control, inventory, production, shipping of materials and products.

Individual tasks related to the duty:

- Inspect plates to ensure high quality
- Inspect silk-screens to ensure they are in good working condition
- Inspect equipment to ensure it is being properly used and maintained
- Ensure that materials and products are appropriately stored
- Ensure that products are properly shipped

Duty 4

General Summary:

Percentage: 10

Participate in the Booster program.

Individual tasks related to the duty:

- Design and manufacture products related to the Booster program
- Sales and marketing related to the Booster program.
- Work with public and make presentations.

Duty 5**General Summary:****Percentage: 5**

Track orders

Individual tasks related to the duty:

- Use appropriate software applications to download and produce orders including standard, personalized specialty plates, and specialty products.
- Follow up with customers by email or telephone as needed

Duty 6**General Summary:****Percentage: 5**

Update and maintain prisoner and product records, product inventories, and produce reports in Globalshop ERP Software.

Individual tasks related to the duty:

- Update, maintain and produce daily, weekly and monthly inventories and reports
- Process work, accident, disciplinary, counseling and other reports related to prisoner workers
- Review daily manpower sheets
- Maintain customer records
- Assist with audits
- 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.

Check for quality of the plates and specialty products being made. Check machinery and equipment to make sure it is being properly maintained.

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

Changing of specifications for a customer order. Approval to order parts and accessories.

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.

Sitting, standing, walking. Spending numerous hours on the computer. Exposure to paint odors and fumes along with other chemicals. Direct contact with prisoners.

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):**

- | | |
|---|--|
| ☐ 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. |

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?

Assist supervising prisoners in the silk-screening process and producing specialty products. Mix ink, write reports and have a keen eye for inspecting the quality of the items being produced. Ability to use computer graphic designing software. Ability to maintain a professional relationship with customers and others.

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

Requesting to update position description, INDPLDREA69R. General Summary: Removed "Under direct supervision." Duty #1, summary: Removed 'Under supervision' and added 'Supervise', removed 'format' and added 'producing' and 'specialty products (i.e., signage, wood products, awards, and nametags). In Duty #1, tasks: Removed 'format' and added produce and also added 'specialty products'. Duty #2 Removed 'Under supervision' and added 'Supervise'. Duty #3, summary: Removed 'In a training capacity', and 'and the appropriate storage and shipment', added 'inventory, production, shipping'. Duty #5, summary: Removed 'license plate' and added 'and produce', also added 'and specialty products'. Duty #6, summary: added 'prisoner and product', 'product inventories, and 'in Globalshop ERP Software'. Duty #6, tasks: Added 'inventories and reports'. Box #16 added 'specialty products'. Box #23 added 'producing specialty products', removed 'plates' added 'items' and 'graphic'. Box #25 removed 'silk-screening operation' and added 'manufacturing operation', removed 'by mixing of ink and', added 'specialty products'.

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

Manage the manufacturing operation by ensuring quality control of products. Train and supervise prisoners in all procedures and processes in all departments. Work with customers on license plate and specialty product design. These duties are all part of the basic purpose and function of the license plate factory.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Industries Production Leader 8

One year of specific industry production or service experience.

Industries Production Leader 9

Two years of specific industry production or service experience; or, one year of experience equivalent to an Industries Production Leader in the specific industry.

Industries Production Leader E10

Three years of specific industry production or service experience including one year of supervisory experience; or, one year of experience equivalent to an Industries Production Leader 9 in the specific industry.

Alternate Education and Experience

Industries Production Leader 8

One year of experience that involves direct supervision of offenders and six months experience in the specific production/manufacturing or service industry.

OR

One year of experience that involves direct supervision of offenders and one year experience in any production/manufacturing industry.

OR

Two years of experience in any production/manufacturing industry.

KNOWLEDGE, SKILLS, AND ABILITIES:

Temperature control of drying ovens, ink and paint processing.

A good mechanical aptitude.

General maintenance of equipment, inks and solvents.

Knowledge of product warehousing, shipping and receiving.

Leadership ability.

Ability to make presentations in front of large audiences.

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

Appointing Authority

8/5/2026

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