

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. CORSPV1F88N

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-ALGER MAX SECURITY CORRECT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> CORRECTIONS SHIFT SUPV-1	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Sergeant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> ; CORRECTIONS SHIFT SUPV-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; CORRECTIONS SHIFT SUPV-3	<b>13. Work Location (City and Address)/Hours of Work</b> N6141 Industrial Park Dr, Munising, MI 49862 / 80 hours biweekly

**14. General Summary of Function/Purpose of Position**

Direct and instruct custody and housing officers in the performance of their duties in their assigned areas. Assure staff remains alert and responsible to changes that may arise in the work area. Perform duties as assigned by Captain, Lieutenant or RUM, pass information, train staff, detect errors, counsel staff informally, assist in maintaining an orderly shift by maintaining the assigned area. Complete job related paperwork and conduct rounds. Assist with emergency control.

**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**

Direct and instruct custody and housing officers in the performance of their duties in their assigned areas.

**Individual tasks related to the duty:**

Rounds of the work area, review of assignments, logbooks, and all area paperwork, prisoner activities, prisoner movement, detect problems, errors and take appropriate corrective action or refer to higher authority. Monitor staff morale.

**Duty 2**

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

Ensure staff remain alert and responsible to changes that may arise in the work area.

**Individual tasks related to the duty:**

Conduct security monitors in various areas i.e., count, E-Field and E-Flex as assigned by shift command. Remain involved with staff and prisoner activities. Verbally counsel staff as required when appropriate and assist with prisoner discipline. Ensure staff are properly trained in needed areas or refer them to proper staff for instructions and updates.

**Duty 3**

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

Performs duties as assigned by shift Lieutenant and Captain, or RUM.

**Individual tasks related to the duty:**

Conduct facility rounds, supervise meal lines, yard movement, conduct training, scheduling, informal and formal investigations, pass information to staff, monthly reports for assigned area, prisoner grievances, monitor prisoner activities, post checks, weapon checks, key inventories, staff evaluations, etc. Enter time and attendance for payroll purposes (Ultra-time).

**Duty 4**

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

Assists in emergency control procedures for assigned area. Maintain safety, security and health of staff and prisoners in assigned area.

**Individual tasks related to the duty:**

Supervises squad, acts as the scene supervisor, conducts rounds inspecting for health, safety, and security problems and reports the same. Fire evacuation drills, contacts Health Care, unit/area key control.

**Duty 5**

**General Summary:** **Percentage: 15**

Train staff as assigned.

**Individual tasks related to the duty:**

- Conducts routine and emergency squad drills, performs training sessions in the following areas; weapons safety, weapons qualifications, restraints, fire safety, emergency procedures, CPR, 415 requirements as trained.
- Distribute new policy and procedures and provide example of expectation.

**Duty 6**

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

Job related paperwork review and initiated.

**Individual tasks related to the duty:**

Count forms, misconduct review and hearings, prisoner grievances, logbooks, inventories, orders supplies, schedules activities, schedule staff, overtime scheduling, training records, daily housing unit records, etc.

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

Only those decisions that are authorized in procedure. Detect and report findings to higher authority.

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

All decisions are subjected to supervisory review.

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.

Walking, visual observations, communications, hearing, running, use of entire body when defending self or others. Blood borne Pathogens, Hep-B and AIDS, excessive noise, objects being thrown, assaultive behavior both emotional and physical, and all types of weather conditions.

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**

Corrections Officers E9 and Correction Officers 8

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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?

All items indicated for items 14 to 18 are requirements for this position. This position must be able to act independently and manage the shift, prisoners and physical plant operations on an on going basis as assigned.

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

Putting the PD online, no changes.

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

The Sergeant assists the Lieutenant and Captain by maintaining consistent operations in their assigned areas of staff and prisoners.

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

**EDUCATION:**

Completion of 15 semester (23 term) college credits in any field.

**EXPERIENCE:**

**Corrections Shift Supervisor 11**

Two years of experience equivalent to a Corrections Officer or Corrections Medical Officer, including one year equivalent to the E9 level; or, one year equivalent to a Special Alternative Incarceration Officer 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the rules, regulations, policies, & administrative practices of the Department of Corrections; extensive knowledge of problems associated with the extended confinement of large numbers of prisoners; thorough knowledge of standard procedures for maintaining security; knowledge of riot control, use of firearms, fire fighting equipment, & detection of contraband; ability to think & act quickly & appropriately in emergencies; thorough skill in self-defense, the use of assigned weapons, & restraint procedures; thorough knowledge of employee policies & procedures; knowledge of training & supervisory techniques; ability to understand & follow complex oral & written directions; ability to supervise and assist officers in their duties.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Maintain PA415 Certification

**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.

NA

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

MARLA POMEROY

8/2/2023

\_\_\_\_\_  
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