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|  |  | |  |  | | --- | --- | | |  | | --- | | 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-EGELER FACILITY | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | BHCS | | **4. Civil Service Position Code Description** | **10. Division** | | Storekeeper-E | SOUTHERN | | **5. Working Title (What the agency calls the position)** | **11. Section** | | STOREKEEPER | MATERIALS MANAGEMENT | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | SWEET, KENDALL L; DOMESTIC SERVICES SPV-3 | DUANE WATERS HOSPITAL | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | GRIFFES, CAROL M; STATE ADMINISTRATIVE MANAGER-1 | 3857 COOPER ST. JACKSON, MI 49201 / 7:00am-3:30pm M-F | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This is the intermediate level where the employee performs a range of storekeeping assignments. Employees at this level functions Inventories supplies stocked in Central Supply and orders supplies for all area of Materials Management. Assist in the receiving, rotating, and distributing of medical and stationery supplies to DWH, C-Unit, and RGC. Has knowledge of computer skills in MS Word, MS Outlook, and MS Excel. Has the ability to enter ordering and receiving data in those programs plus the Sigma, Staples, and Amazon programs. Submit orders into Sigma for RGC complex. Inventories supplies stocked in healthcare areas for Jackson facilities. Submits order and / or reimbursement forms for employee uniforms, shoes etc. for UAW, MSEA and AFSCME and maintains files.  Assist courier duties for the facility. This position is located 100% behind secured perimeter. This is a drug and alcohol test designated position | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **35** | | Inventories supplies in Central Supply, submits Sigma orders for RGC complex. | | | | **Individual tasks related to the duty:** |  |  | | * Utilizes Sigma to order supplies form vendors who provide special order items of contract items. * Contacts vendors for current pricing and product information. * Prepares Sigma orders for the Regional Warehouse. * Checks in and records all supplies ordered for Central Supply and Central Sterile Processing. * Checks all backorder items for priority and makes arrangements for special deliver or substitutions. * Updates and maintains inventory program with current ordering information and pricing. * Updates all supply labels for Central Supply. * Makes arrangements with the vendor for product replacement and/or product   returns. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **30** | | Inventories and fills supplies for all nursing units, exam rooms, Emergency Room and Specialty Clinics, and fills all supply requisitions for all requesting departments within DWH, C-Unit, and RGC. Sends supplies to Jackson area facilities when requested. | | | | **Individual tasks related to the duty:** |  |  | | * Inventories and fills supplies for all nursing units, exam rooms, Emergency Room and Specialty Clinics, and fills all supply requisitions for all requesting departments within DWH, C-Unit, and RGC. * Fills requisitions for all other DWH, C-Unit and RGC Departments. * Rotates supplies when delivered to requesting units. * Sends requested supplies to Jackson are facilities and ensures that they are sent via the appropriate channels. * Fill nutritional supplements for each area. * Fill suction and airway supplies to each area. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **15** | | Receives and rotates supplies. | | | | **Individual tasks related to the duty:** |  |  | | * Supervises prisoner porters in receiving supplies from daily/weekly deliveries. * Check the packing slip with the purchase orders and records date of receipt and quantity received. * Notes any discrepancies in the orders and contacts Purchasing, the appropriate vendor or person. * Forward appropriate papers to immediate supervisor. * Notifies Purchasing and central Stores of all “advise of changes.” * Supervises prisoner porters in the rotation and stocking of supplies, disposal of trash and moving empty pallets to the back dock. * Check stock for expiration dates if applicable. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | Perform duties as related to meet operational needs of the facility | | | | **Individual tasks related to the duty:** |  |  | | * Perform related work as assigned. * Other duties as assigned. | | | | **Duty 5** | | | | **General Summary:** | **Percentage:** | **10** | | Provides coverage for the courier duties. | | | | **Individual tasks related to the duty:** |  |  | | * Picks up and delivers health records, medications, details and supplies/equipment to the Jackson Medical Complex, C-Unit, RGC and DWH. * Makes emergency runs to local hospitals and other vendors to pick up needed supplies, X-rays, and medical items for delivery as needed. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | At the intermediate level the employee performs tasks given by immediate supervisor. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Decisions that affect the total outcome of the operations and/or institution; possible conflicts with policy/procedure, safety/security, as well as applicable regulatory standards. All decisions require supervisor’s review except at the advanced level. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | Position is located inside the secure perimeter of the institution hospital where prisoners are provided with their medical treatment.  Hectic conditions, met with constant alertness to security prevail at times.  Involves contact with prisoner population in the execution of duties. The job requires an employee to move heavy objects. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes. | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | Employees in this job perform and oversee a variety of task, inventory, stocking, rotating stork, ordering and courier duties. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | retroactively establish a position effective 9/17/2023 as an employee is currently in a position that needs to be downgraded. Employee was hired at the5 level but position code is at the 7 level, need to establish new position to transfer employee to and remove level 7 position. | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The work area is an infirmary in a State Correctional Facility.  This position will work the supplies for the designated area | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** | | | | | | |  | |  |  |  |  |  |  |  | | |  | | --- | | **EDUCATION:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | High School Diploma or GED. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | No specific type or amount required. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | * Knowledge of the work methods and practices used in various areas of storekeeper and warehouse. * Knowledge of the stocking, rotating stock and ordering. * Knowledge of the facility practices and procedures. * Ability to follow instructions. * Ability to communicate effectively. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | N/A | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | retroactively establish a position as an employee is currently in a position that needs to be downgraded. Employee was hired at the 7 level and position should be at the 5 level, establishing this position to change employee to then get rid of the level 7 position. | |  | |  |  |  | | | |  |
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|  |  |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***I certify that the entries on these pages are accurate and complete.*** | | | |  | |  |  |  |  |  | |  | |  | | --- | | LINDSEY DAILEY | |  | |  | | --- | | 10/26/2023 | |  | |  |  |  |  |  | |  | |  | | --- | | **Appointing Authority** | |  | |  | | --- | | **Date** | |  | |  |  |  |  |  | | | |  |
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|  |  |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  | |  |  |  |  |  | | | |  |
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