

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

Position Code 1. SENPLEXCA26N

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
4. Civil Service Position Code Description SENIOR POLICY EXECUTIVE	10. Division
5. Working Title (What the agency calls the position) Assistant Deputy Director	11. Section
6. Name and Position Code Description of Direct Supervisor ; CFA DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WASHINGTON, HEIDI; DIRECTOR	13. Work Location (City and Address)/Hours of Work 4522 W. Industrial Park Drive, Kincheloe, Mi 49788 / Monday-Friday / 8am to 5pm

14. General Summary of Function/Purpose of Position

The Assistant Deputy Director administers an assigned group of prisons, and offices which include the Business, Consent Decree, and Maintenance offices in their area of responsibility, housing nearly 17,000 prisoners, employing over 4,000 staff, and having a multi-million-dollar budget. This includes overall responsibility for the entire spectrum of a correctional facility's function-custody and security, Reentry Program, prisoner programs and services, fiscal, physical plant, environment, emergencies, litigation, etc.

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

Administer all operational activities of the assigned institutions. Emphasis is given to the initiation, implementation, and monitoring of policies, professional standards and Departmental priorities, thereby ensuring effective facility management. Through frequent contact with wardens, mitigate the problems that arise from severe prison overcrowding.

Individual tasks related to the duty:

- Review all reports from the facilities, i.e., monthly reports, employee grievances/complaints, prisoner letters, etc.
- Oversee the wardens to ensure effective programs are in place.
- Take appropriate action to Auditor General and other audit recommendations.
- Meet with wardens and key staff on a regular basis.

Duty 2

General Summary:

Percentage: 15

Through audits conducted either by physical inspection, audit reports, critical incidents, and external agencies (Auditor General, MIOSHA, Community Mental Health, State Police, etc.) review issues relating to the daily operation of the facilities.

Individual tasks related to the duty:

- Travel to facilities for inspections and meetings with wardens and key staff.
- Meet with auditors for first-hand understanding of issues.
- Review reports from various agencies regarding facility operation and compliance with facility policies and procedures.
- Have a total understanding of outside compliance agencies and their need to monitor the operation of facilities.
- Meet with outside agencies when issues arise that may create disturbances or violate the law or operating procedures.

Duty 3

General Summary:

Percentage: 10

Ensure each facility's preparedness for emergency situations (riots and disturbances, hostage situations, fires and physical plant failures, natural disasters, escapes, injuries, etc.) is developed and implement applicable policies and procedures. Ensure staff is trained, reviewing possible scenarios with wardens and key staff, supervising and critiquing simulated exercises. Closely review all actual emergency events and take necessary corrective action.

Individual tasks related to the duty:

- Attend yearly mobilization drills and others on an as needed basis.
- Review monthly facility mobilization critique reports.
- Review all reports relating to critical incidents.

Duty 4

General Summary:

Percentage: 5

With the Deputy Director and Chief Deputy Director, participate in the appointment process for Wardens and Deputy Wardens. Supervise the selection of other higher level facility management personnel.

Individual tasks related to the duty:

Serve on interview panels.

Duty 5

General Summary:

Percentage: 15

Direct the annual budget development process by operational priorities in conjunction with the wardens, monitor spending plans and controls of overtime, and approve staffing charts which ensure the most effective utilization of human resources in carrying out the agency's mission.

Individual tasks related to the duty:

- Review reports from the Bureau of Fiscal Management and address any issues that will cause the facility to run over their allocated monies.
- Attend annual meeting with Central Office Fiscal Management staff as it relates to budget plans for future fiscal years.
- Maintain contact on a regular basis with Central Office Fiscal Management staff as it relates to changes in current fiscal expenditures and approves items that are not typical to an agency operation.

Duty 6

General Summary:

Percentage: 10

Conduct meetings with wardens in the assigned area and participate in CFA Statewide Wardens' meetings. Serve on various Department and CFA task forces and committees as assigned. Participate in staff development activities appropriate for high level Corrections managers.

Individual tasks related to the duty:

- Develop agendas for Wardens' meetings.
- Be available and knowledgeable through research as it relates to task force and committees assigned.

Duty 7

General Summary:

Percentage: 10

Miscellaneous Duties

Individual tasks related to the duty:

Approve disciplinary action against employees; approve release of prisoners from administrative segregation; monitor the labor relations process and issues raised by prisoner representatives through reports and personal contacts; achieve and maintain professional accreditation wherever possible; coordinate institutional activities with other bureaus and divisions, state agencies and local units of government; assist in the defense against litigation and in the implementation of court orders; and supervise the staffing and opening of new institutions. 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.

How to manage prisoner overcrowding at the institutional level, combat prisoners idleness, deploy staff in the most cost-effective manner, deal with individual problem prisoners and minimize prisoner misclassifications.

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

Situations where the consequences of misjudgment are likely to be financially server or may result in litigation. When issues arise that do not meet operating policies and procedures.

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.

The Assistant Deputy Director must be available, by phone, on an around-the-clock basis to respond to emergencies in the institutions. When visiting and inspecting prisons as the warden's supervisor, there are often complaints and expressions of hostility from the prison population.

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>
STOREY, BARBRA A	DEPARTMENTAL SPECIALIST-3 14	BURT, SHERRY L	SENIOR EXECUTIVE WARDEN 17
NAPEL, ROBERT A	SENIOR EXECUTIVE WARDEN 17	VACANT	SENIOR EXECUTIVE WARDEN
HARRY, SHIRLEE A	SENIOR EXECUTIVE WARDEN 17	VACANT	SENIOR EXECUTIVE WARDEN
MACLAREN, DUNCAN C	SENIOR EXECUTIVE WARDEN 17	BAUMAN, CATHERINE S	SENIOR EXECUTIVE WARDEN 17
MACKIE, THOMAS P	SENIOR EXECUTIVE WARDEN 17	VACANT	SENIOR EXECUTIVE WARDEN
WINN, O'BELL T	SENIOR EXECUTIVE WARDEN 17	PERRY, MITCHELL J	SENIOR EXECUTIVE WARDEN 17
GIDLEY, LORI	SENIOR EXECUTIVE WARDEN 17	OLSON, KATHLEEN M	SENIOR EXECUTIVE WARDEN 17
RIVARD, STEVEN	SENIOR EXECUTIVE WARDEN 17	VACANT	SENIOR EXECUTIVE WARDEN
DODDS-DUGAN, CYNTHIA	STATE DIVISION ADMINISTRATOR 17	PLUMM, BRENDA S	DEPARTMENTAL ANALYST-A 12
MYERS, ROBIN F	SENIOR EXEC MGT ASST-2 11	BALCARCEL, ERICK G	STATE DEPUTY WARDEN-1 15

Additional Subordinates

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?

The Assistant Deputy Director is responsible for directing and supervising all facets of institutional administration and operations of their area of responsibility, which includes the Business, Consent Decree, and Maintenance offices and all assigned prisons.

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

Update of terminology and overall update as position description in filenet is outdated.

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

Administer the operation of the facilities assigned to the Assistant Deputy Director through delegation of supervisory responsibilities to the individual wardens.

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:

Senior Policy Executive 18

Two years of professional experience as a manager or program/staff specialist or equivalent experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess thorough knowledge of Correctional Facilities Administration. Must be able to communicate clearly and effectively. Ability to make decisions in stressful situations.

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.

None

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

PAUL DEAN

10/25/2017

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