

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

Position Code 1. CORSPV2C67N
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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-NEWBERRY FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description CORRECTIONS SHIFT SUPV-2	10. Division
5. Working Title (What the agency calls the position) Lieutenant	11. Section
6. Name and Position Code Description of Direct Supervisor DUNCAN MACARTHUR; CORRECTIONS SHIFT SUPV-3 13	12. Unit
7. Name and Position Code Description of Second Level Supervisor ANDY HUBBLE; STATE DEPUTY WARDEN-1 15	13. Work Location (City and Address)/Hours of Work / 84 hours biweekly
14. General Summary of Function/Purpose of Position Maintain a secure environment for prisoners, staff and visitors. Assist the shift commander and oversee all custody and security functions.	

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: 30**

Direct and oversee shift responsibilities.

Individual tasks related to the duty:

Make required rounds of the facility and assignments; monitor all prisoner movement and activities; review and authorize call-outs and details; respond to and prepare reports on critical incidents; review prisoner misconduct reports; and oversee all facility communications. Must be familiar with ERT activation and deployment procedures, instances where activation is appropriate if necessary.

Duty 2

General Summary: **Percentage: 25**

Preparation to make proper decisions during a major disturbance, natural disaster or fire.

Individual tasks related to the duty:

Review and update facility procedure relating to disaster, disturbance or fire; participate in and perform training in emergency control measures and weapons; assist the shift commander during mobilization scenarios and actual emergencies; assume the duties and responsibilities of the shift commander in the shift commander's absence or incapacitation.

Duty 3

General Summary: **Percentage: 25**

Ensure effectiveness of security systems

Individual tasks related to the duty:

Review and update post orders and log books; physically inspect all gates and intrusion devices; develop and maintain a system for the inspection of all radios, personal protection devices, restraints, weapons and other equipment; monitor all reports of security breeches; and monitor and approve all sallyport traffic.

Duty 4

General Summary: **Percentage: 10**

Assist the shift commander in the proper placement of custody staff while ensuring the safe and secure operations of the facility.

Individual tasks related to the duty:

Observe staff on all duty assignments; determine which assignments is best for the staff and the facility; observe staff to determine training needs; develop daily and biweekly assignments and reconcile same.

Duty 5

General Summary: **Percentage: 10**

Assure all staff conduct themselves in a well disciplined manner at all times.

Individual tasks related to the duty:

Maintain updated volumes of all policies, procedures, and Departmental memorandums; read and understand all policies, procedures, and departmental memorandums; maintain records of all shift staff having reviewed all policies, procedures and DOMs; observe employee behavior and employ corrective action when faced with disciplinary and/or performance problems. Must understand policy, procedures and Union Contracts as they pertain to Discipline Investigations. Must be able to apply this knowledge while conducting formal investigations and preliminary investigations.

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

Staff assignments: Affected, staff prisoners, smooth operation of the facility during emergencies. All decisions are made by the shift commander in the absence of a command center supervisor. In the presence of a command center supervisor the shift commander will make all but the most serious decisions when time permits. Decisions made by the shift commander will affect the staff on shift and may affect all staff and prisoners at the facility.

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

The use of a chemical agent. The use of force to control a disruptive prisoner. The decision to use a firearm in the direction of a prisoner. The decision to transport a prisoner off prison property. The decision to suspend a staff member for the remainder of the shift.

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.

A shift commander may, at times, have to breathe a chemical agent used to control a disruptive prisoner. Is always at risk of being injured or killed by a prisoner. Subject at times to extreme weather conditions but not for long periods of time. Must, at times, stand for long periods of time, 2 to 12 hours. Must, at times, sit for long periods of time, 2 to 12 hours. Must, at times, run up to 400 yards at a time. Must, at times, walk for long periods of time, 2 to 12 hours.

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>
	CORRECTIONS SHIFT SUPV-1 11		CORRECTIONS SHIFT SUPV-1 11

Additional Subordinates

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

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|-------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| <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 duties are essential

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

None

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

The function of the work area is the safe and secure housing of prisoners housed at the Newberry Correctional Facility. This position provides security oversight of the work area.

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

EDUCATION:

Level typically acquired through completion of high school and fifteen semester (23) college credit hours in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, education psychology, family relations, pastoral counseling, or law enforcement. Note: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

EXPERIENCE:

One year of experience as a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11. OR Two years of experience as a Resident Unit Officer E10, Corrections Transportation Officer E10, Corrections Medical Officer E10, or Special Alternative Incarceration Officer E10. OR Three years of experience as a Corrections Officer E9, Corrections Medical Aide E9, or Special Alternative Incarceration Officer 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the rules, regulations, policies, procedures and administrative practices of the Department of Corrections. Ability to supervise and assist officers in their duties. Thorough skill in self-defense, the use of assigned

weapons, and restraint procedures. Ability to understand and follow complex oral and written directions. Thorough knowledge of training and supervisor techniques. Thorough knowledge of standard procedures for maintaining security. Thorough knowledge of riot control, the use of firearms, fire fighting equipment, and detection of contraband. Ability to think quickly and appropriately in emergencies.

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.

DONNA GLASSCOCK 8/16/2013

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