

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

<b>Position Code</b>
1. DPTLTCH02R

## 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-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Budget and Operations Administration
<b>4. Civil Service Position Code Description</b> Departmental Technician-E	<b>10. Division</b> Training
<b>5. Working Title (What the agency calls the position)</b> NET Technician	<b>11. Section</b> New Employee Training
<b>6. Name and Position Code Description of Direct Supervisor</b> ; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Green Oaks Training Center; 8701 E M-36, Whitmore Lake, MI 48189 / Monday - Friday / 7:00AM - 4:00PM

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

This position serves as the Departmental Technician for the New Employee Training Section of the Training Division. This position supports the Officer Recruit Training Database, the ORT Certification process, and the State of Michigan Learning Center (SOMLC) New Employee Training Tracking and Assignment tool. This position performs complex assignments, including analyzing data and using that data to prepare reports and certification documents for the Training Administrator, Director, the Legislature, and the Michigan Correctional Officers' Training Council. This position reviews NET policies and procedures and makes recommendations for updates and changes to Training Division leadership and Policy and Rules Development Unit as directed; and reviews and revises forms used in NET that are related to policy and procedure. Additionally, this position will develop and deliver surveys to training participants and make recommendations to the Training Manager on how to improve NET programming, including Non-Custody New Employee Training (NCNET) and Officer Recruit Training (ORT). This position will ensure contract compliance for those entities providing contractual services to the Green Oaks Training Center.

**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**

Act as the central contact for ORT recruit data, certification, and training tracking management.

**Individual tasks related to the duty:**

- Analyzes recruit training documents for about 800 newly hired corrections officers annually to determine if certification requirements have been met.
- Develops initial and continuing corrections officer certification reports submitted to the Training Administrator, Director, and Michigan Correctional Officers' Training Council.
- Analyzes hiring and retention data and develops legislative boilerplate reports and submits them to the department's legislative liaison.

**Duty 2**

**General Summary:**

**Percentage: 25**

Ensure contractual obligations of contracted entities on grounds are met. Update contracts with the Contract Monitoring Unit as needed. Oversee the ordering of food service, maintenance, training, and cleaning and sanitary supplies.

**Individual tasks related to the duty:**

- Provide contract monitoring and oversight for entities contracted to provide services to the Green Oaks Training Center.
- Act as the academy liaison with food service, pest control and security contractors.
- Order necessary equipment and supplies for the academy including training equipment and supplies, food service supplies, and sanitation supplies.
- Work with MSI to ensure linens are ordered, laundered, and distributed to the dormitory.

**Duty 3**

**General Summary:**

**Percentage: 15**

Develop and revise NET policies, procedures, forms, and training guides.

**Individual tasks related to the duty:**

- Develop, maintain, and update policies and procedures related to the NET Section.
- Develop and update training forms and documents necessary to the successful operation of the NET Section.
- Review and revise training guides that help facilitate and direct training professionals.

**Duty 4**

**General Summary:**

**Percentage: 10**

Develop and deliver surveys and reports related to the improvement of operational efficiency of NET.

**Individual tasks related to the duty:**

- Develop and deliver surveys to NET program participants. Report recommendations for improvements of programming based on survey results.
- Develop and/or revise reports about New Employee Training that are submitted to MDOC leadership, NET administrators, and the legislature.

**Duty 5**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Develop, maintain, and update the training calendar.
- Use the room scheduler to reserve training rooms, dormitory rooms, and the gun range at the academy.
- Updates the SOMLC to include all individual employee new employee training delivered by NET.

- Coordinate special events at the academy.
- Assist NCNET and ORT coordinators as needed.
- Destroy recruit files based on retention schedule.

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

Development of certification documents and reports, training program data entry, development and maintenance of databases, room scheduling, calendar updates, linen cleaning. NCNET and ORT staff and those attending training programs are influenced by this activity.

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

Correspondence and interactions which would have an unfavorable financial, legal, or political impact on the Department. Issues regarding new legislation or department 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.**

- Walking, moving boxes of files, checking and stocking supplies.
- Job functions entail long periods at the computer and on the phone.
- Environmental conditions are primarily office work although there could be some exposure to training programs involving use and discharge of live firearms.

**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):**

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

Update certifications for correctional officers. Maintain the training database. Ensure scheduling for programming at the training center. Ordering supplies and equipment and ensuring services are being delivered by contractors/vendors.

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

No Changes

**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 to train new officers and new employees of the department of corrections and complete the initial and continuing certification requirements of new officers. This position supports the organizational operational efficiency of the New Employee Training Section and assists with officer certifications.

**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:**

**Departmental Technician 7**

One year of experience performing administrative support activities equivalent to the 7-level in state service.

**Departmental Technician 8**

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

**Departmental Technician E9**

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

**Alternate Education and Experience**

**Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

**Departmental Technician 8**

Possession of a Bachelor's degree may be substituted for the experience requirement.

**Departmental Technician E9**

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of HRMNJ relevant Civil Service and Departmental rules: regulations: policies and procedures. Knowledge of state and federal EEO laws and privacy laws. Knowledge of Departmental: Division and Section mission and goals, policies, and procedures. Excellent oral and written communications skills. Ability to organize and prioritize. Good computer skills.

**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.*

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Supervisor

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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.***

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Appointing Authority

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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.***

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Employee

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Date