

Position Code 1. DPTLTCHEE32R

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

This position description serves as the official classification document of record for this position. Please complete this form 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)
	Field Operations Administration
4. Civil Service Position Code Description	10. Division
Departmental Technician E 7/8/9	OPPS
5. Working Title (What the agency calls the position)	11. Section
Parole Discharge Unit Tech.	Parole Discharge Unit
6. Name and Position Code Description of Direct Supervisor	12. Unit
Kyle Williams, Parole/Probation Manager 2	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Julie Goldman, State Administrative Manager 15	206 East Michigan Ave Grandview Plaza, Lansing Michigan Monday-Friday 8am -5pm
14. General Summary of Function/Purpose of Position	
This position is responsible for ensuring an accurate discharge of all paroles in accordance with Departmental Policies by reviewing and verifying information found in multiple data systems. These systems include but are not limited to Offender Management Network Information (OMNI), Corrections Offender Management System (COMS) and the State Police computer system Law Enforcement Information Network (LEIN). PDU staff will verify the discharge date to ensure any mandatory parole term has been served by reviewing dead time and parole extensions. PDU staff may amend the parole discharge as needed. PDU staff will complete a criminal history (CCH), warrant, and personal protection order (PPO) check through LEIN utilizing all available information such as alias names, date of births, the parolee's Michigan State Police SID number, and FBI number.	

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 of Duty 1 **% of Time** 35

Complete 30-day and 24-hour reviews to confirm discharge date accuracy: Ensure parole terms and dates are consistent with Parole Board member's intent, and parole orders comply with State statute and MDOC Policy.

Individual tasks related to the duty.

- Review OMS/OMNI/COMS for parole types, parole term, parole dates, dead time periods and extensions to ensure date accuracy and for compliance with statute and policy.
- Review COMS/OMNI case reports, case notes, legal orders and current locations.
- Reconcile discrepancies between OMS data and COMS/OMNI data.
- Update discharge dates in OMS and COMS/OMNI.
- Make notifications to PVU to process new extension request.
- Make notifications to CTCU for sentence calculations or dead time additions for maximum date (PMX) discharges.
- Make corrections and notifications to agents for date changes or the need to term modifications.
- Clear and close any open detainers or make notifications to the agency requesting.
- Determine if probation or personal protection orders prohibit discharge.
- Make movements and close specific legal orders in COMS/OMNI as necessary.

Duty 2

General Summary of Duty 2 **% of Time** 55

Complete 30 day and 24-hour reviews to ensure the parolee is eligible for discharge utilizing a computerized criminal history (CCH), warrant, and PPO check through LEIN as required in accordance with policy.

Individual tasks related to the duty.

- Utilize the Michigan State Police LEIN system running a QHW and QR query to capture criminal history, warrants, and PPO's during the parole period that may prevent discharge. Make note of additional alias names and date of births (DOB's) not found in OMS and OMNI.
- Run a Q query utilizing all additional alias names and DOB's found in OMS/OMNI and LEIN for warrants and Personal Protection Orders (PPO's) not found during initial queries.
- Review case notes and case reports to determine if Criminal History, Warrants and PPO's have been cleared by parole agent.
- Notify parole agent if additional information is needed to clear LEIN return.
- Acts as a resource guide for parole agents.

Duty 3

General Summary of Duty 3

% of Time 5

Process discharges due to death, discharges prior to expiration date, and discharges prior to extension expiration date in accordance with policy.

Individual tasks related to the duty.

- Review OMS/OMNI/COMS for parole types, parole term, parole dates, dead time periods and extensions to ensure date accuracy and for compliance with statute and policy.
- Utilizing the Michigan State Police LEIN system run an OHW and QR query to capture criminal history, warrants, and PPO's during the parole period that may prevent discharge. Make note of additional alias names and dates of births (DOB's) not found in OMS/OMNI/COMS.
- Run a Q query utilizing all additional alias names and DOB's found in OMS/ COMS/OMNI and LEIN for warrants and PPO's not found during initial queries.
- Review case notes and case reports to determine if CH, warrants, and PPO's have been cleared by parole agent.
- Notify parole agent if additional information is needed to clear LEIN return.
- May require making movements and closing specific legal orders in OMNI.
- Act as resources guide for parole agents.

Duty 4

General Summary of Duty 4

% of Time 5

Other duties as assigned by supervisor

Individual tasks related to the duty.

- Data entry tasks
- Clarification of policy and work statements.

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

All of the decisions made affect the Offenders sentence or parole release.

The type of decisions made independently are:

- a) Determining if discharge from parole is appropriate
- b) Interpretation of court documents
- c) Calculating dead time and discharge dates
- d) Interpretation of LEIN returns

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

Decisions requiring a supervisor's review would include discovery that the offender is in custody with pending charges, criminal behavior is found, active warrants, personal protection orders, and active felony probation orders.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This is an office position that requires little physical effort. Minimal effort would be sitting, standing and lifting of offender files. Working at a desk and using a computer.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 listed are considered essential to the position.

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?

This position is responsible for assuring prisoners are eligible for parole discharge.

This position is responsible for running criminal history/warrant checks on LEIN to ensure parolees have no outstanding warrants, personal protection orders, or convictions that would make him/her ineligible for discharge from parole.

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:

At the entry level, one year of experience performing administrative support activities equivalent to the 7-level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to use a computer, communicate effectively, and maintains favorable public relations. Ability to comprehend and make decisions based on established procedures. Capable to work well in a unit processing large volumes of work with due process imposed deadlines, while paying attention to detail and accuracy.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.