

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. CORSPV2

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-HURON VALLEY CORR COMPLEX
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 WOMEN'S HURON VALLEY CORRECTIONAL FACILITY
5. Working Title (What the agency calls the position) Corrections Shift Supervisor-2	11. Section Custody & Security
6. Name and Position Code Description of Direct Supervisor CORRECTIONS SHIFT SUPV-3	12. Unit Custody & Security
7. Name and Position Code Description of Second Level Supervisor ASSISTANT DEPUTY WARDEN-3	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd, Ypsilanti, MI 48197 / To be determined

14. General Summary of Function/Purpose of Position

The employee in this position functions as a Lieutenant, serving as a second-line supervisor directing and participating in safety and security activities of a broad scope during an assigned custody shift at the Women's Huron Valley Correctional Facility.

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

Scheduling/deploying Corrections Officers, including daily and weekly overtime.

Individual tasks related to the duty:

- Schedule work assignments to ensure complement of staff daily
- Ensure proper completion of daily Reconciliations, weekly Reports and Bi-Weekly Reconciliations
- Secure overtime staff as directed to ensure adequate complement of staff daily

Duty 2

General Summary:

Percentage: 30

Maintains security & safety of the facility staff, prisoners, and inpatients.

Individual tasks related to the duty:

- Coordinates with sergeants, lieutenant/captain
- Schedules/deploys staff to facility to provide perimeter security
- Schedules/deploys staff to facility to provide sally port coverage
- Directs the inspection of incoming and outgoing vehicles, materials and supplies for presence of contraband or weapons.
- Directs the inspection of prisoners, visitors and employees for contraband or weapons.

Duty 3

General Summary:

Percentage: 20

Input, correct and maintain work performance of officers and first-level supervisors.

Individual tasks related to the duty:

- Evaluates and trains status officers
- Trains and evaluate new probationary officers
- Conducts Security Monitoring Exercises
- Conducts Squad Drills
- Ensure that all necessary reports are submitted accurately and completely, i.e., critical's, etc.

Duty 4

General Summary:

Percentage: 20

Coordinates transfers and transportation

Individual tasks related to the duty:

- Maintains communication with staff relative to admissions and transfers
- Coordinates with Sergeants and Lieutenant
- Schedules/Deploys staff for Transportation schedule and vehicle usage if necessary.

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

Supervises Correction Officers and first-level supervisors.

- Enforces Departmental policies/procedures, rules and regulations for staff and prisoners.
- Rotate outside staff during inclement weather, extreme hot or cold weather.
- Coordinates with the Lieutenant/Captain to ensure adequate custody coverage for security and programming needs
- Conducts squad drills
- Conducts Security Monitoring Exercises

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

- All RDO's for Officers
- Yearly evaluations completed for Officers.
- Corrective actions for Officers.
- Use of Force, Chemical Agents and Restraints
- Policy and Procedure Clarifications for Officers

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.

- Sit periodically.
- Bend, kneel or climb occasionally.
- Will be exposed to heat, cold or wet weather.
- Will occasionally be exposed to smoke odors or hazards.

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):

- | | |
|--|---|
| ☒ 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?

- Provides direct and indirect supervision to officers and first-level supervisors.
- Provides indirect supervision for prisoners ensuring compliance to policies/procedures, rules and regulations.

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

Job duties and responsibilities have not changed since the position was last reviewed. Updating PD to have an official one on record and for job postings.

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 house prisoners. The second-level supervisor is required to schedule subordinates and review their work to ensure compliance with established corrections safety and security by standards. Also performing functions as service evaluations, training and counseling of subordinates.

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

EDUCATION:

Completion of 15 semester (23 term) college credits in any field.

EXPERIENCE:

Corrections Shift Supervisor 12

Three years of experience equivalent to a Corrections Officer E9, Corrections Medical Officer E9, or Special Alternative Incarceration Officer 9; or, two years equivalent to a Resident Unit Officer E10, Corrections Transportation Officer E10, Corrections Medical Unit Officer E10, or Special Alternative Incarceration Officer E10; or, one year equivalent to a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of training and supervisor techniques.
- Knowledge of department policies and facility procedures
- Knowledge of Employee Handbook and MCO Contract.
- Skilled in unarmed self-defense.
- Use of assigned weapons and restraints.
- Procedures, ability to maintain employee prisoner discipline.

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.

LAESTER PRIEST

11/16/2023

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.

MICHAEL KENNEDY

Employee	Date
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