

**State of Michigan
Civil Service Commission**

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

Position Code

1. RESUMGR2A49N

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 Facility Administration
4. Civil Service Position Code Description RESIDENT UNIT MANAGER-2	10. Division Women's Huron Valley Correctional Facility
5. Working Title (What the agency calls the position) Resident Unit Manager	11. Section Housing
6. Name and Position Code Description of Direct Supervisor ; STATE DEPUTY WARDEN-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HOWARD, JEREMY F; SENIOR EXECUTIVE WARDEN	13. Work Location (City and Address)/Hours of Work 3201 BEMIS RD; YPSILANTI, MI 48197 / 0800-1630 M-F And Varies with Institutional Needs

14. General Summary of Function/Purpose of Position

Under the administrative supervision of the Deputy Warden of Housing, the Resident Unit Manager has the direct responsibility for managing and supervising the work of prisoner care support staff at assigned housing unit. The employee ensures that department and institutional policies, procedures, and administrative rules are complied with and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. Employees in this job perform a variety of professional resident unit manager activities, in order to assist prisoners in adapting to prison life, to regulate the daily lives of prisoners, and to assist in the rehabilitation of prisoners. The employee plans and directs the work of Prison Counselors; in addition, the employee may directly supervise Corrections Officers. In cooperation with shift command, the employee is responsible for the effective operation of assigned housing units. The employee is responsible for overseeing custody, prisoner movement, property control, housekeeping; directing prisoner programs and activities; and managing housing unit budgets. .

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

Supervise Prison Counselors and Corrections Officers.

Individual tasks related to the duty:

- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinates.
- Conduct monthly staff meetings.
- Assists Deputy Warden of Housing with employee discipline, corrective action, and performance rating.
- Identifies staff development and training needs and ensures that training is obtained.
- Ensures proper labor relations and conditions of employment are maintained.
- Manage unit budget. prepare and sign for all supply requisitions originating from unit.
- Ensures proper implementation of Departmental policies/procedures and facility procedures.

Duty 2

General Summary:

Percentage: 25

Responsible for custody and security of unit.

Individual tasks related to the duty:

- Ensure the shakedown of all cells in unit monthly. Also, all other areas of unit
- Ensure staff completes three (3) cell and five (5) personal shakedowns daily.
- Ensure daily activities and prisoner movement are properly documented.
- Ensure all staff have an opportunity to read and sign for all policies, procedures, DOM and Administrative rules.
- Update unit rules and ensure all rule changes are posted.
- Assist in preventing escapes, fights or other violations of institutional or departmental rules.
- Review related procedures and policies and ensure staff compliance.
- Monitors key, tool, and equipment control in unit. Spot check unit logbook.
- Ensures appropriate implementation of prisoner disciplinary process.
- Ensure adequate surveillance of prisoners.

Duty 3

General Summary:

Percentage: 25

Directs housekeeping efforts and ensures housekeeping practices are in accordance with the American Corrections Association Standards and that prisoners are informed of housekeeping responsibilities.

Individual tasks related to the duty:

- Ensure staff complete daily housekeeping reports and review same.
- Prepare and submit weekly Fire (CAJ-164 and Sanitation (CAH-950). Accompanies them on their monthly tours of the housing unit.
- Ensure post orders are complete and updated and have been reviewed and signed daily.
- Review related procedures and policies for compliance and ensure staff are in compliance.
- Ensure physical plant deficiencies are referred to maintenance and a maintenance log is maintained.
- Submit, authorize, and sign for all unit cleaning supplies. Monitor caustic/toxic inventory.
- Ensure prisoner porters receive proper training.
- Develop and update porter job descriptions.
- Conduct weekly unit sanitation/housekeeping inspections, noting deficiencies and corrections made.

Duty 4

General Summary:

Percentage: 10

Maintains records, prepares reports, and composes correspondence relative to work.

Individual tasks related to the duty:

- Complete monthly reports.
- Correspondence to prisoner's family as directed by the Deputy Warden of Housing or Warden.
- Investigates and responds to Step I Prisoner Grievances and interviews grievant.
- Meet with Prisoner Representatives and record meetings.
- Respond to prisoner kites.
- Ensure proper retention of records and reports.

Duty 5

General Summary:

Percentage: 10

Other duties as assigned by administration.

Individual tasks related to the duty:

- Review all files for incoming transfers, checking appropriate placement.
- Employee and prisoner investigations.
- Mental Health Treatment Team member.

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

Resident Unit Managers decide where and how to utilize staff, as well as unit operations as outlined in Policy, Procedure, DOMs. Administrative Rules and interpretation of these by the Warden. Prisoners of the unit are affected and all staff including Prison Counselors and Corrections Officers.

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

Administrative corrective action, all reports of operations, all function of staff in unit and unusual events that affect unit and critical incidents.

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.

Standing, sitting, walking. Weekly sanitation and fire inspection. Monthly tours of the unit with the fire and sanitation inspectors. Cell/unit shakedowns. Office work. Weekly tours of unit

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>
MADISON, DIAMOND C	PRISON COUNSELOR-E 9	REED, NATASHA D	PRISON COUNSELOR-E P11
BROWN, AMBER	PRISON COUNSELOR-E P11	LEGATO, GINA M	PRISON COUNSELOR-E-STP 10
VACANT	PRISON COUNSELOR-E		

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?

The Resident Unit Manager serves as the on-site supervisor in a housing unit. The Resident Unit Manager is responsible for supervision of all staff assigned to their unit, including the Prison Counselors and Corrections Officers, as well as the prisoners under their care and supervision. This employee is responsible for ensuring that they are properly handling their caseloads and that they are properly responding to the concerns of the prisoners assigned to them. The Resident Unit Manager is responsible for the sanitation of their assigned unit as well as the overall wellbeing of the prisoner population assigned to their unit. The Resident Unit Manager is responsible for the evaluation of staff as well as taking corrective action when necessary, involving staff members.

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

Removed all mentions of ARUS and RUO from PD. The job duties have not changed since last review.

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

Women's Huron Valley Correctional Facility houses female prisoners, custody level I - IV. WHV houses General Population, RTP, RTS, Crisis Stabilization, SS RTP, and Acute Care prisoners. This position is responsible for the supervision and safety of staff in the particular unit(s) they may be assigned to.

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:

Resident Unit Manager 13

One year of experience equivalent to a Corrections Shift Supervisor 12, Assistant Resident Unit Supervisor 11, Corrections Program Coordinator P11, Prison Counselor P11, Parole Probation Officer P11, Corrections Qualified Mental Health Professional P11, or a Clinical Social Worker P11 or Psychologist P11 in an adult correctional facility.

OR

Two years equivalent to a Corrections Shift Supervisor 11.

OR

Three years equivalent to a Corrections Medical Unit Officer E10, Corrections Resident Representative E10, Resident Unit Officer E10, or a Special Alternative Incarceration Officer E10.

Alternate Education and Experience

Resident Unit Manager 13

Education level typically acquired through completion of high school and three years of experience equivalent to a Corrections Shift Supervisor 13 or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the operation of a correctional facility, custody rules and counseling for prisoners, Positions requires a self-starter with ability to supervise both staff and prisoners.

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.

TAMMY BROWN

Appointing Authority

2/14/2023

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