

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

<b>Position Code</b>
1. STDDADM1G89N

## 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-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration (CFA)
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division Operations
5. Working Title (What the agency calls the position) Classification Manager	11. Section Classifications
6. Name and Position Code Description of Direct Supervisor CHAPMAN, WILLIS A; SENIOR POLICY EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor BUSH, JEREMY I; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

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

This Classification Manager is responsible for the oversight and planning of the entire prisoner security classification process for CFA; including federal, international, and out of state transfers, as well as development and implementation of policies related to prisoner security classification, transfer, and transportation. Additionally, this position oversees the coordination and planning of all facility transfers for Programming needs. This position will provide supervision and oversight of the Departments only statewide Special Activities Coordinator, who is responsible for all Religious Activities, Religious Programming and all Religious meal approvals. This position will review, evaluate and direct the facility staff in the maintenance of head count screens and security screens in OMS. Monitor and evaluate the Reception Center intake process to ensure appropriate bed space is made available. This position will oversee requests for the START Program, AD Seg, and SPON. This position monitors single cell approvals and removals. This position will also complete special assignments as required by the Assistant Deputy Director of Operations and/or Deputy Director.

**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**

Implement departmental policies and procedures related to prisoner placement, and security classification in accordance with applicable administrative rules and regulations.

**Individual tasks related to the duty:**

- Monitor staff at all facilities and camps to ensure compliance with policies and procedures.
- Approve or deny request received from facility transfer coordinators regarding transfer to alternate facilities/camps. Implement plans to convert security levels of facilities, close facilities, or portions of facilities, and place prisoners into new facilities. Review projections from the Office of Research and planning.
- Serve on biannual review committee for overall review of placement in appropriate facilities state-wide.
- Respond to inquiries regarding prisoner placement, transfer, security classification, etc. that are received from legislative and executive offices, the Federal Bureau of Prisons, law enforcement agencies, prisoners, and their families, victims, etc.
- Liaison with staff from the Office of Attorney General in matters of litigation regarding prisoner classification, placement or transfer.
- Formulate current and long-range programs, plans, and policies.
- Monitors and controls bed designations.
- Review Security Reclassification Notice for prisoner to be reclassified to administrative segregation only based on Class I misconducts violations.
- Conduct Classification Workshop and Training at CFA facilities.

**Duty 2**

**General Summary:**

**Percentage: 40**

Ensure that prisoners are transferred from one facility to another on a timely basis and effectively utilize available prison bed space and minimize transportation costs.

**Individual tasks related to the duty:**

- Oversee the scheduling and coordination of prisoner transfers throughout the Department.
- Approve prisoner transport consistent with department policy and in accordance with established transfer schedules.
- Monitor compliance with court orders and community agreements regarding the maximum number of prisoners that can be held at certain facilities.

**Duty 3**

**General Summary:**

**Percentage: 10**

Direct work and supervise staff assigned to the CFA Classification Section.

**Individual tasks related to the duty:**

- Schedule assignments, review, and direct their work on a daily basis and provide instruction and guidance where necessary.
- Complete employee service ratings and evaluations.
- Authorize the use of sick and annual leave request and verify payroll.
- If required, administer corrective action for employee performance or disciplinary problems.
- Conduct staff meetings and conferences to discuss operational and technical problems and the status of various projects.

**Duty 4**

**General Summary:**

**Percentage: 10**

Complete special duties as assigned by the CFA Assistant Deputy Director Deputy of Operations and/or Director CFA.

**Individual tasks related to the duty:**

- Other duties as assigned.

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

Requests for prisoner transfer are acted upon daily with either authorization or denial of the requests. Exceptions to departmental policy are often required. Daily decisions are also made regarding the correct utilization of available bed space. Staff, prisoners, transportation and entire facilities are affected by these decisions.

Make decisions as to the correct interpretation of policy which affects the entire prison population.

Determine work schedules.

Complete special programs.

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

Supervisor is consulted prior to any final changes in policy directives, transfer of prisoners with a great deal of notoriety, and formulation of final plans regarding the opening or closure of prisoner bed space.

**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, climbing, balancing, kneeling, carrying, walking and bending.

**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>
	DEPARTMENTAL SPECIALIST-2 13		DEPARTMENTAL SPECIALIST-2 13
	DEPARTMENTAL SPECIALIST-2 13		DEPARTMENTAL SPECIALIST-3 14
	SECRETARY-A 9		

**Additional Subordinates**

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

<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?**

The position of the Classification Manager is responsible for the operation of the Administration's classification Office. Duties include supervision of assigned employees, development of departmental policy and procedures, supervision of the Department's prisoner transportation program, liaison with legislative and executive office personnel as well as outside law enforcement agencies, etc. The position ensures compliance with various court orders on matters pertaining to prisoner placement, security classification, and population caps. Long range planning is required to assist in planning prisoner placement in new facilities as they are brought online and existing facilities or housing units to comply with construction schedules or court orders. The position is also responsible for researching the need for bed space at various security levels and making appropriate recommendations regarding redesignation of facility security levels. The person occupying this position also assists staff from the Office of the Attorney General in litigation matters pertaining to prisoner classification, placement and transfer, and serves as an expert witness in such matter on behalf of the Department.

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

Requesting to update position STDDADM1G89N in accordance with MCSC Regulation 4.01. The update is to remove the duty of managing and directing the MDOC Emergency Response Team, as well as serving as the Emergency Services Manager for the MDOC. This position also does not supervise the Radio Communication Section. This position is now overseeing a Departmental Specialist and Special Activities Coordinator, who are responsible for ensuring efficient placement of prisoners throughout the Department that have programming requirements.

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

The Classification Manager is totally responsible for the overall planning and direction of prisoner classifications and transfer activities within the state's prison system, including our federal prisoner exchange program. This position must apply

communication skills with extensive contact, verbally and written, from department staff, general public, prisoner families, prisoners, attorneys, and law enforcement agencies. Ensures compliance with departmental policy and procedures.

**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:**

**State Administrative Manager 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**Alternate Education and Experience**

**State Administrative Manager 15**

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Verbal and written communication skills, computer knowledge and use of department approved software, office equipment skills. Ability to work well with others. Thorough knowledge and understanding implementation of department policy and procedures.

**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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KATLYN SAYLOR

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1/12/2026

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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