

1. Position Code

RESUMGR2

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Corrections/4741
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Resident Unit Manager-2	10. Division Macomb Correctional Facility
5. Working Title of Position (What the agency titles the position) Resident Unit Manager	11. Section Housing
6. Name and Classification of Direct Supervisor Assistant Deputy Warden-3	12. Unit
7. Name and Classification of Next Higher Level Supervisor State Deputy Warden-1	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Road, Lenox Twp., MI 48048

14. General Summary of Function/Purpose of Position

Assist prisoners in adapting to prison life, to regulate the daily lives of prisoners and to assist in their rehabilitation. Planning and directing the work of Resident Unit Officers. Selects and assigns staff in the operations of a Housing unit. Evaluates and verifies staff performance through the review of completed work assignments and offers training when needed. Ensure ARUS and RUO's conduct groups for MPRI and Substance Abuse. Is directly responsible for ensuring their groups are available to the prison population under the direction of the MPRI Coordinator.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 25

Responsible for custody and security of the Housing unit. This includes rule development and enforcement. Supervise an Assistant Resident Unit Supervisor, Resident Unit Officers and Corrections Officers.

Individual tasks related to the duty.

- Conducts frequent monitoring of all areas of the Housing unit. This includes supervising searches of prisoner cells and common areas, security checks and mock prisoner property pack-ups.
- Ensures all security procedures are followed.
- Verifies that all fire evacuation plans are implemented and followed.
- Meets monthly with unit staff in order to update/follow-up on custody/security concerns.
- Complete assigned Administrative Hearings.
- Oversees Tool Control and Key Control.
- Assists in preventing escapes and other acts that will affect the operations of a Housing unit.
- Responds to assigned grievances in a timely manner.
- Completes COMPAS Quality Assurance Reviews when necessary.
- Compiles necessary documentation and completes Housing Unit monthly reports.

Duty 2

General Summary of Duty 2

% of Time 25

Supervising all staff assigned to the Housing unit. Ensures that staff interact with prisoners in an appropriate and professional manner.

Individual tasks related to the duty.

- Trains staff in regards to Housing unit requirements and staff development.
- Implements and maintains Housing unit TEAM concept and quality of work life.
- Monitors staff compliance with work rules, policies and procedures, enforcing compliance through the use of progressive discipline.
- Monitors staff interaction with Housing unit prisoners to ensure prisoners are being dealt with in accordance with policy and procedures.
- Level I RUM is a TEAM Member of the Gate Pass/Public Work crews approval process.
- Level IV RUM participates with Outpatient Mental Health TEAM in the supervision of prisoners with Special Needs.

Duty 3

General Summary of Duty 3

% of Time 20

Responsible for the overall Housekeeping and maintenance of the Housing unit. Conducts frequent inspections in all areas of the Housing unit regarding cleanliness and maintenance standards.

Individual tasks related to the duty.

- Conducts rounds throughout the entire Housing unit in order to monitor staff and prisoner compliance with sanitation standards. Ensures sanitation reports are timely.
- Monitors prisoner rooms for compliance with Housing unit rules and sanitation standards.
- Submits work requests for maintenance needs and follow-up on completion of projects.
- Maintains established allocations for office supplies, cleaning supplies and other Housing equipment as needed.
- Directs staff in scheduling cleaning and painting of the Housing unit.
- Adheres to all applicable ACA Standards.
- Ensure MPRI and Substance Abuse Groups are available to the prison population.

Duty 4

General Summary of Duty 4

% of Time 20

Conducts administrative duties which impact on the Housing unit operations and attend Department meetings.

Individual tasks related to the duty.

- Conducts timely investigations concerning employee violation of Departmental rules.
- Conducts timely Administrative Hearings related to prisoner concerns.
- Follow-up on administrative tasks such as prisoner grievances, referrals, fund transactions and visitor concerns in a timely manner.
- Attends Departmental meetings and conducts Housing unit staff meetings to keep staff updated on current and changes in operations, procedural changes or other information related to the operation of the Housing unit, facility and MDOC.
- Conducts administrative duties as assigned by the Assistant Deputy Warden for Housing.
- Covers for the Assistant Deputy Warden for Housing when absent.
- Writes timely reports for the Parole Board, Parole/Probation staff and other unauthorized persons/correctional organizations, i.e. Courts.
- Directs activities of the Assistant Resident Unit Supervisors, Resident Unit Officers and Corrections Officers assigned to the Housing unit.
- Completes timely and fair work performance evaluations and trains staff where needed.

Duty 5**General Summary of Duty 5****% of Time 10**

Responsible for ensuring that the basic needs of the prisoner population are met on a daily basis. Assists prisoners in programming needs as recommended by Reception and Guidance Center, MDOC. Completes required training.

Individual tasks related to the duty.

- Assists prisoners in designing, implementing and understanding a treatment program which will allow them to understand the need for their participation in completing RGC requirements.
- Ensures that prisoners are orientated, per policy and procedure, and understands the nature and content of Housing unit rules and regulations.
- Assists prisoners who experience problems with Health Care/Psychological concerns by making referrals or contacting Health Care staff for assistance.
- Interviews or communicates with prisoners/family members as required.
- Makes recommendations and provides input regarding prisoners progress, as needed, to the Administration.
- Handles all other administrative problems related to the management of incarcerated felons (prisoners).
- Completes required departmental training in a timely manner.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Interpretation of the Housing unit rules. Explains the Housing unit rules to staff and prisoners.

Manages monetary expenditures from Housing unit budget for areas such as prisoner payroll, cleaning supplies and other equipment as needed for the Housing unit operations.

Approves/Disapproves annual leave for Assistant Resident Unit Supervisors.

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

Employee disciplinary procedures are to be reviewed by supervisor.

Prisoner cell moves involving more than one Housing unit.

Change or adjustments in Housing unit rules.

Any unusual situations that requires a decision that will drastically affect staff and/or prisoners.

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

Walking, bending, minor lifting and talking are needed to complete work. Contact with the prison population exposes the RUM to potential hazardous conditions, communicable diseases. In addition, the RUM is in contact with caustic, toxic, corrosive or flammable chemicals when making inspections.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>
	Asst. Resident Unit Supv. 11		
	Prison Counselor 9-P11		
	Corrections Officer E-8 & E-9		

20. My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

As the immediate supervisor of the Resident Unit Manager, I agree with the above assessment of their Job Position. In addition, a RUM will provide coverage for the Assistant Deputy Warden for Housing in their absence.

The Resident Unit Manager directly monitors the Housing unit budget to ensure the approved spending plan is followed.

23. What are the essential duties of this position?

Supervise the total operations of the Housing Unit.

Supervise staff and ensure all functions of custody and security within the Housing unit are completed in a timely and accurate manner.

Ensure the Departmental rules, policies and procedures are understood and followed by the Resident Unit Managers, staff and prisoners.

Conducts fair and timely employee evaluations.

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

Due to changes of Administrative Rules, Policy Directives, Director's Office Memoranda, Operational Procedures, etc. the Resident Unit Manager has become more involved in active supervision of staff in a Housing unit.

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

The function of the Resident Unit Manager is to act as the second line of supervision within the Housing unit setting. The Resident Unit Manager has direct responsibility for overseeing the entire Housing unit operation, such as security of the Housing unit, Housekeeping, management of the Housing unit budget and supervision of staff.

26. In your opinion, 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.

Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

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. 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. 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

This employee must have a working knowledge of the Department of Corrections and have the ability to work with and manage a large number of individuals and handle a management structure with rapidly shifting priorities.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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

27. 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

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

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

Appointing Authority's Signature

Date