

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-BROOKS FACTY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description RESIDENT UNIT MANAGER-2	10. Division Earnest C. Brooks Correctional Facility
5. Working Title (What the agency calls the position) Resident Unit Manager	11. Section Deputy Warden's Administration
6. Name and Position Code Description of Direct Supervisor ; ASSISTANT DEPUTY WARDEN-3	12. Unit Housing
7. Name and Position Code Description of Second Level Supervisor SMITH, BOBBI L; STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 2500 S. Sheridan, Muskegon, MI 49444 / 8:00 to 4:30 Mon - Fri
14. General Summary of Function/Purpose of Position Resident Unit Managers serve as first line supervisors with responsibility for planning and directing the work of Assistant Resident Unit Supervisors. Employees in this job perform professional activities to assist prisoners in adapting to prison life, to regulate the daily lives of prisoners and to assist in the rehabilitation of prisoners. Responsible for the effective operation of assigned housing units. The position is located within the secure perimeter of the E.C. Brooks Correctional Facility, a multi-level facility housing 1,238 male prisoners.	

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: 50

Supervision and completion of prisoner and casework management.

Individual tasks related to the duty:

- Prepares Parole Eligibility-Special consideration reports, CRP applications, Security Classification Screens, Risk Screens, SAI applications, Progress reports as requested by Judges, Marriage requests, Special Problem Offender Notices, Transfer Orders, Disciplinary Credit Reviews, Psychological Referrals, Prisoner Block Reports.
- Ensures proper prisoner care.
- Processes prison grievances, program/assignment classifications.
- Approves state issue clothing/bedding exchanges.
- Review and approve visitor application and prisoner telephone lists.
- Assist during parole board hearings.
- Approve/Disapprove prisoner expenditures.
- Orientate and disseminate guidebooks to arriving prisoners.
- Personal notification to prisoner of death or another emergency.
- Assist prisoners with ADA status.
- Makes written referrals to other personnel or agencies, i.e., department of vocational rehabilitation, mental health outpatient team, psychologist, custody, and security.
- Acts on referrals from work supervisors, officers, warden and other staff for individual counseling.
- Interviews new transfers and assists in programming planning.

Duty 2

General Summary:

Percentage: 20

Maintain proper custody and security within the housing unit.

Individual tasks related to the duty:

- Ensures monthly prisoner area shakedowns are completed.
- Review/comment on draft policy and procedure revisions.
- Prisoner crisis intervention.
- Respond to medical emergencies.
- Required to remain in the housing unit during siren drills and facility mobilizations.
- Enforcement of property/contraband confiscations.
- Supervise minor court, summary action for rule enforcement with prisoners.
- Conduct prisoner investigations as assigned.
- Perform telephone, mail restriction hearings.
- Supervise evacuation of unit during fire drills/evacuations.
- Supervise and train officers on prisoner count procedures.

- Completions of Weekly Fire Safety Inspections.
- Ensure caustic storage and use is in compliance with procedure.
- Interacts with prisoners and ensures housing staff interact with prisoners in a professional, confidential manner.

Duty 3

General Summary:

Percentage: 10

Supervise Prison Counselors

Individual tasks related to the duty:

- Employee investigations as assigned.
- Annual Employee Evaluations
- Time and attendance monitor/enforcement.
- Ensure staff conduct prisoner group completion.
- Assign and delegate tasks and ensure completion.
- Ensure staff attend in-service training.
- Disseminate Departmental/Agency communications and revised policies and procedures.
- Responsible for monthly contact with Corrections Officers assigned to all shifts.
- Prepares probationary and annual service ratings for Prison Counselor staff, also commendation where appropriate.
- Responsible for continued housing unit staff development and training.
- Properly orients all new staff to housing unit.
- Completes special tasks as assigned by the Assistant Deputy Wardens, i.e., surveys, inventories, investigations, trouble-shooting.

Duty 4

General Summary:

Percentage: 20

Coordinate housing unit operations.

Individual tasks related to the duty:

- Ensures completion of prisoner payroll, supply requisitions, procurements, maintenance requests.
- Responsible for laundry schedule and compliance of unit cleaning plan.
- Coordinate repair and replacement of unit equipment/furnishings.
- Hold monthly meetings with representatives of unit population.
- Hold semi-annual prisoner facility representative elections.
- Conduct and prepare monthly facility inspection reports.
- Compile monthly task statistics.
- Ensure prisoner cell inventory checklists and daily cell condition inspections are conducted.
- Coordinates housing unit team activities between shifts.
- Ensure proper housekeeping is maintained.
- Determines housing unit priorities, establishes, and maintains effective follow-up controls to ensure that all housing unit work is completed in a timely manner in compliance with department policies and procedures.

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

A Resident Unit Manager has certain latitude when it comes to how to motivate employees and prisoners. Will make daily decisions as to how to approach staff and prisoners with regards to their proficiency or lack thereof. Choosing an appropriate method and demeanor when speaking with or correcting staff and prisoner leads to a better work atmosphere and increase productivity.

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

Those that require procedure or policy change. Prisoner security level changes. Performance issues must be reviewed by the State Deputy Warden, the Warden or Human Resource Officer before implementation.

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.

Frequent periods of standing, sitting, stooping, reaching and bending. Occasional carrying, balancing, kneeling and walking. Occasional lifting of objects weighing less than 25 pounds. Frequent lifting and carrying objects weighing less than 2 pounds. Frequent periods at the computer keyboard doing data entry. Inherent dangers associated with working with prisoners on a daily basis.

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>
4-5	PRISON COUNSELOR-E 9-P11		

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?

Overseeing custody, prisoner movement, property control, housekeeping, directing prisoner activities and managing housing unit budgets. As the first line supervisor in the housing unit, ensures that proper custody, safety, sanitary and counseling activities are performed. Coordinates efforts of a team of staff members being the main link between the officers, prisoners and general public. Assume weekend Duty Deputy position with responsibility over entire facility.

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 work area is responsible for all program and operations including treatment, rehabilitation, security, safety, sanitation and housekeeping. The Resident Unit Manager supervises and manages counseling and casework services for prisoners in the housing units and functions to facilitate the growth process of prisoners through appropriate use of available programs, services, personnel and facilities relevant to the needs of the prisoners. The Resident Unit Manager also promotes acceptable institutional adjustment by developing and reinforcing behaviors which will enable prisoners to become responsible member of the community to which he returns.

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, 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:

Thorough knowledge of: the operations of a correctional facility; the methods of alleviating social, psychological and environmental problems which are unique to the correctional setting; correctional facility rules, regulations and procedures; current correctional treatment services, rehabilitation programs and new trends being introduced and evaluated; security procedures; supplies required in a housing unit; training and supervisory techniques and employee policies and procedures. Ability to: instruct, direct and evaluate employees; deal with prisoners possessing anti-social attitudes; apply current methods in the development of treatment plans for prisoners; maintain records, prepare reports and compose correspondence related to the work; obtain and evaluate pertinent information from interviews with prisoners or prisoner's families; ability to use computers, software and related equipment servicing the specific work area; to communicate effectively, both orally and in writing; work under stressful conditions occurring as a result of short time deadlines, workloads, and/or multiple deadlines.

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.

3/11/2019

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.

Employee

Date