State of Michigan
Civil Service Commission

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

Position Code
1. RESUMGR2B96N

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.	**8. Department/Agency** DOC-NEWBERRY FACILITY
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**
5. Working Title (What the agency calls the position) Resident Unit Manager	**11. Section**
6. Name and Position Code Description of Direct Supervisor ; ASSISTANT DEPUTY WARDEN-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor ; STATE DEPUTY WARDEN-1	**13. Work Location (City and Address)/Hours of Work** 13747 E County Road 428, Newberry, MI 49868 / 80 hours biweekly

14. General Summary of Function/Purpose of Position

Manage and lead the custody and security in a housing unit, first level of management in a housing setting. Directs the activities of the Prison Counselors. Responsibilities include, but not limited to, complete operation of the housing unit, i.e.: custody, prisoner movement, property control, housekeeping, the providing of supervision of prisoner programs and activities, etc.

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**

Initiate, evaluate, coordinate and implement plans for the general population of a housing unit. Implement and maintain a team concept. Hold administrative hearings and coordinate misconduct hearings. Perform casework as needed. Evaluate and verify employee performance. Approves PERs, transfer orders, and annual leave. Perform quality assurance audits for COMPAS completions and Case Management within COMS.

Individual tasks related to the duty:

- Assign and supervise unit staff.
- Evaluate staff performance and complete employee evaluations.
- Coordinate prisoner transfers.
- Participate in prisoner Security Classification Committees.
- Establish and implement procedures and movement plans.
- Maintain communication with prisoners and staff.

Duty 2

General Summary: **Percentage:** **20**

Oversee custody and security operations: a) key control; b) shakedown log; c) caustic, toxic logs and inventories; d) housing unit log.

Individual tasks related to the duty:

- Command level supervision of the housing units.
- Unit inspections.
- Emergency control training and implementation.
- Security classification of prisoners.

Duty 3

General Summary: **Percentage:** **15**

Refer maintenance problems to the appropriate staff and follow-up on task completion. Responsible for overall housing unit housekeeping: a) oversee the ordering of supplies; b) oversee the hiring, firing, and payroll of prisoner workers in the housing units; c) direct staff in scheduling cleaning and painting the unit.

Individual tasks related to the duty:

- Address fire safety and disaster control issues.
- Inventory control.
- Coordinate prisoner store and quartermaster access.
- Physical inspection and rounds of Units.

Duty 4

General Summary: **Percentage:** **15**

Miscellaneous Duties

Individual tasks related to the duty:

- Conduct departmental audits and correct deficiencies as necessary.
- Monthly data collection and reporting.
- Assist in the interview and selection of new employees.
- Assist with training and maintain necessary records and reports.

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

Help coordinate staff assignments which affects staff and prisoners on a continuing basis. Decisions made regarding prisoner parole eligibility, custody level, and transfers by interpretation of department policy, procedures and administrative rules. Allocation of housing unit budget on a daily basis. Decisions made by the RUM will affect the staff and prisoners in the unit.

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

When questions arise that would impact on other housing units at the facility. Waiver criteria regarding prisoner moves.

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.

A RUM may, at time, have to breathe a chemical agent used to control a disruptive prisoner. Is always at risk of being injured or killed by a prisoner. May, at times, stand for long periods. Must, at times, sit for long periods, 2 to 8 hours. Must, at times, run up to long distances. At risk for exposure to TB and Hepatitis B and airborne/blood bore pathogens.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
	PRISON COUNSELOR-E-STP P11		PRISON COUNSELOR-E P11
	PRISON COUNSELOR-E P11		PRISON COUNSELOR-E P11

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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 employee must possess communication skills to direct subordinates and prisoners. They must be able to work within the team concept to manage and lead the custody and security within the housing units.

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

No significant changes. Minor language changes to clarify each duty. Removal of the Duty Deputy task.

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

The work area is responsible for the housing of prisoners. This position is responsible for the overall management of assigned housing units.

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.Possession of a bachelor’s degree in any major.

EXPERIENCE:

Resident Unit Manager 13
Three years of experience equivalent to a Corrections Medical Aide 10, Corrections Resident Representative E10, Resident Unit Officer E10, Special Alternative Incarceration Officer E10, or in a combination of Resident Unit Officer E10 and qualifying professional experience; two years equivalent to a Corrections Shift Supervisor 11; or, one year equivalent to an Assistant Resident Unit Supervisor 11, Corrections Athletic Coordinator P11, Corrections Program Coordinator P11, Corrections Shift Supervisor 12, Prison Counselor P11, Parole Probation Officer P11, or a Clinical Social Worker P11 or Psychologist P11 in an adult correctional facility.

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.
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:

Thorough knowledge of the operations of a correctional facility. Thorough knowledge of correctional facility custody rules, regulations, and procedures. Thorough knowledge of security procedures. Thorough knowledge of prisoner disciplinary procedures. Considerable knowledge of audit standards on corrections facility operation and management. Ability to instruct, direct, and evaluate employees. Ability to obtain and evaluate pertinent information from interviews with prisoners or prisoner's families. Ability to apply current methods in the development of treatment plans for 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.

DONNA GLASSCOCK 9/16/2026

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**