

**State of Michigan  
Civil Service Commission**

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

Position Code 1. RESUMGR2B25N
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## 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-CARSON CITY FAC/CARSON CIT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) MDOC - CFA
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 DRF
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 ; SENIOR EXECUTIVE WARDEN 17	13. Work Location (City and Address)/Hours of Work 10274 BOYER RD; CARSON CITY, MI 48811 / Monday-Friday 8:00 am - 4:30 pm
14. General Summary of Function/Purpose of Position To manage and lead a housing unit team ensuring a safe, efficient and positively developmental environment for staff and 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	Percentage: 25
<p>General Summary: Oversees the custody, security, safety and efficiency of the housing unit.</p> <p>Individual tasks related to the duty: Monitors all log books (caustic, tool inventory, shakedown, cell inspection, post order review, etc.), and ensures appropriate enforcement rules. Holds administration hearings and class I/II misconduct hearings, develops and oversees the budget and addresses safety/security concerns of prisoners and staff including attitude and morale issues.</p>	
Duty 2	Percentage: 25
<p>General Summary: Provides accurate and clear reports/information both verbally and in writing and in a timely manner.</p> <p>Individual tasks related to the duty: Effectively communicates directions, ideas, and other information. Compiles monthly reports and prepares documentation on special projects, investigations and proposals.</p>	
Duty 3	Percentage: 25
<p>General Summary: Ensures appropriate implementation of all departmental and facility policies, procedures and rules.</p> <p>Individual tasks related to the duty: Effectively communicates directions, ideas, and other information. Compiles monthly reports and prepares documentation on special projects, investigations and proposals.</p>	
Duty 4	Percentage: 15
<p>General Summary: Lead and develops staff.</p> <p>Individual tasks related to the duty: Maintains a positive atmosphere in the unit; promotes staff development. Provides opportunity for regular staff meetings and identifies training needs and takes appropriate action.</p>	
Duty 5	Percentage: 10
<p>General Summary: Initiates and promotes appropriate programming for prisoners.</p> <p>Individual tasks related to the duty: Ensures programs and educational items from the RGC Tab are addressed. Ensures adequate substance abuse education programs are available in unit. Ensure group counseling or other prisoner self-help groups are ran. Identifies and initiates programs to address prisoner needs.</p>	

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  
 Judgement is required regarding interpretation of policy, procedures and rules. Decisions must be made regarding areas such as deadlines, prioritizing work, delegating and addressing staff/prisoner disciplinary issues.

17. Describe the types of decisions that require the supervisor's review.  
 Proposing changes to current policy, procedures, or rules. Any decision that effects other areas of the facility i.e., programs, custody or facility operations.

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.  
 What environmental conditions are you physically exposed to on your job? Indicate the amount of time and intensity of each condition. Refer to instructions on page 2. A majority of this work is done at a desk, over the phone or in the housing unit. Walking and moving on each level of the unit is also required. This is a demanding position that requires a high energy level and daily prisoner contact.

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
GEHOSKI, JENNIFER	ASSISTANT RES UNI SUP-FZN 11	FLEISHER, SCOTT D	PRISON COUNSELOR-E P11
PURCHASE, BRADLY W	PRISON COUNSELOR-E P11	BAKER, AMY A	ASSISTANT RES UNI SUP-FZN 11
REMELTS, JERRY A	ASSISTANT RES UNI SUP-FZN 11		
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 counselling.	<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?

To provide leadership to the housing unit team. The individual must have a sound knowledge of departmental policies and procedures and be an excellent communicator. Additionally, the employee must be organized and maintain a professional demeanor. The employee must have the ability to identify training/developmental needs in staff prisoners and address these appropriately.

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

Job duties are focused more on the leadership and development of the housing unit team rather than specific tasks that can and should be done by the Resident Unit Managers staff.

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

To humanely and safely house prisoners. The RUM is responsible for ensuring this is accomplished through the work of the housing unit team.

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**  
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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**  
Must have excellent communication skills and a good working knowledge of policy and procedures. Must be an adaptable and cooperative team-oriented individual. Good decision making and organizational abilities are needed.

**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.

n/a

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

*Hazel Gallagher*  
\_\_\_\_\_  
Appointing Authority

*3/5/2026*  
\_\_\_\_\_  
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