

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

Position Code 1. STORKPRAD39R

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/MUSKEGON TEMP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Corrections Facility Administration
4. Civil Service Position Code Description Storekeeper-A	10. Division E.C. Brooks/West Shoreline Correctional Facilities
5. Working Title (What the agency calls the position) Storekeeper	11. Section Business Office
6. Name and Position Code Description of Direct Supervisor BURGIN, KESHIA; STOREKEEPER SUPERVISOR-1	12. Unit Warehouse
7. Name and Position Code Description of Second Level Supervisor DAWSON, JAMES; ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work 2500 S Sheridan, Muskegon, MI 49444 / Monday - Friday: 7:30 am - 4:00 pm
14. General Summary of Function/Purpose of Position This position is responsible for the ordering, receiving, storage, processing, transferring and distribution of facility products. The Earnest C. Brooks houses approximately 1238 prisoners with a level I, II, and IV security classification.	

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**

Provide prisoner workers supervision in the warehouse and other assigned areas throughout the day.

Individual tasks related to the duty:

- Supervise prisoner workers in the performance of their duties in the warehouse and other areas.
- Provide required counts of prisoners on an ongoing basis according to the policy and procedures.
- Pick up, sign out, shake down and return prisoners.
- Prepare monthly prisoner payroll reports and quarterly prisoner evaluations.
- Participates in the prisoner disciplinary process for major and minor rule violations.

Duty 2

General Summary: **Percentage: 30**

Processing and delivery of warehouse products.

Individual tasks related to the duty:

- Obtain warehouse product requisition on a daily basis.
- Compile warehouse products as requested and document the order as completed on forms to be used to deduct inventory from warehouse stock.
- Load orders for the warehouse products into the delivery vehicles.
- Deliver warehouse products to the facility various departments and housing units and distribute the requested product to the requisitioner following the delivery schedule and in emergency situations.
- Interpret and apply instructions and guidelines to resolve product distribution issues with other department staff.

Duty 3

General Summary: **Percentage: 10**

Receive inventory and store warehouse products brought into the warehouses by various vendors.

Individual tasks related to the duty:

- Count and reconcile against the requisition request and receive products as delivered by the vendors and supplies.
- Document all products received in the warehouse using either mechanical or computerized equipment.
- Place products in the perpetual inventory system.
- Place and sort products on storage shelves for ready access when requested.

Duty 4

General Summary: **Percentage: 10**

Perform general warehouse office responsibilities.

Individual tasks related to the duty:

- Operate manual and/or electronically controlled standard equipment such as computers, printers, calculators, copy machines, hand lift carts, lift trucks and distribution vehicles.
- Files and retrieves warehouse product requisition, reports, or correspondences on the warehouse databases or standard systems by numerical, alphabetical or subjective arrangements.
- Maintain an adequate inventory of warehouse products, equipment and other material as necessary for the operation of the warehouses.
- May compile data for reports in response to specific request or instructions.
- Receives request for information, searches pertinent warehouse records for information needed and compile information into report forms as needed or requested.
- May prepare monthly logs and end of the month reports.

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

The position performs a full range of warehouse activities and related assignments and uses judgment in making decisions where alternatives are determined by established Policies and Procedures.

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

Any decisions that are not clearly defined in Policies and Procedures.

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 climbing, balancing, kneeling, crouching, crawling and walking. Frequent lifting and moving of very heavy objects on skids weighing over 1,000 lbs using heavy equipment. Frequent lifting and carrying of heavy objects weighing less than 100 pounds. Ability to shelve, store, organize and distribute prisoner product on a daily basis. In direct contact with prisoners 95% of the time. Prepare monthly payroll and quarterly evaluations. Supervises prisoner workers, prepare monthly payroll and quarterly evaluations.

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.

Additional Subordinates

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

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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 maintain the warehouse operations which includes, but is not limited to, ordering, receiving, storage, processing, transferring and distribution of products to the facilities within Muskegon.

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

New.

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

This position initiates contact with prisoners concerning their products requested and financial issues that may create an adverse relationship on a regular and reoccurring basis. This is a storekeeper's position that provides central warehouse activities for the Department of Corrections at the E.C. Brooks and is under the direct supervision of the warehouse supervisor. Warehouse employees are responsible for ordering, inventories, receiving and reconciling product deliveries, filling warehouse requisitions, delivering warehouse orders and preparing required reports as necessary.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Storekeeper 7

Three years of experience in the storage, handling and distribution of materials, or in the operation of mail handling and sorting machines, and related equipment, including two years equivalent to the Storekeeper E6.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: established material handling procedures; occupational hazards and safety precautions applicable to the work; inventory control procedures; and the operation, adjustment, and maintenance of the equipment operated. Ability to: operate machines and related equipment to produce the desired results; to operate motor vehicles, forklifts or other material

handling equipment; shelve, store and distribute materials; operate and enter information in a computerized inventory system; perform simple arithmetic calculations; follow instructions; write legibly; communicate effectively with others; to train and explain instructions and guidelines to others effectively and to organize and coordinate the work priorities and assign work to workers. Ability to work under stressful situations involving close contact with prisoners.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan driver's license.

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.

_____ 9/11/2018

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