

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-HANDLON MI TRAINING UNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Storekeeper-A	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor Joshua Hankins, Administrative Manager	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRAMAN, MELINDA K; SENIOR EXECUTIVE WARDEN	13. Work Location (City and Address)/Hours of Work 1727 W. Bluewater Hwy, Ionia MI 48846 / Monday thru Friday 0530-1400
14. General Summary of Function/Purpose of Position This position is responsible for the receipt, storage, requisitioning, sale and disbursement of goods in the regional prisoner store for the Ionia area correctional facilities, while supervising inmate workers. The position is also responsible for the Ionia Area interdepartmental mail run and requires direct inmate contact daily.	

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: 95

Supervises inmate workers in the receipt, storage, sale and disbursement of goods in the regional prisoner store.

Individual tasks related to the duty:

- Train inmate workers in the proper methods for receipt of goods, including the safe operation of equipment
- Supervise the receipt of goods delivered to the store
- Train inmate workers in the proper storage of goods received at the store and supervise the process to ensure proper storage methods are followed
- Process inmate store orders
- Train and supervise inmate workers in the proper filling and sorting of store orders for delivery to area facilities
- Deliver store orders to housing units as scheduled to the Ionia area correctional facilities
- Assist inmates who have questions or concerns with their store orders and make necessary corrections, including responding to prisoner correspondence and grievances in a timely and professional manner
- Conduct routine as well as unscheduled shakedowns of inmate workers
- Conduct performance review of inmate workers and execute and necessary disciplinary measures
- Complete payroll records for inmate workers
- Conduct investigations into inventory discrepancies
- Unloading & loading of trucks at the warehouse/store hub
- Loading and unloading of truck at the Ionia Facilities
- Checking in of kiosk and Securepak orders
- Palletizing of store returns

Duty 2

General Summary:

Percentage: 5

Complete the daily mail run and perform local errands

Individual tasks related to the duty:

- Pick up and deliver mail between the Ionia area correctional facilities, the regional business office and the regional prisoner store in a timely and accurate manner
- Perform other storekeeper duties as assigned

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

Initial disciplinary measures of inmates. This effects the inmate workers in the prisoner store.

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

Final decisions regarding the hiring and dismissal of inmate workers

Responses to prisoner grievances

Product and/or vendor changes

Changes in delivery schedules

Memorandums to the inmate population

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.

There is a significant amount of bending, lifting, reaching and standing in the performance of the job. Risk is moderate to high, 40% of the time. The work involves being in the outdoors and may include exposure to heat, cold, rain, snow, etc.

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

prisoner workers

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 operate the regional prisoner store in the receipt, storage, requisitioning, sale and disbursement of goods for Ionia area correctional facilities and to distribute interdepartmental mail in a timely and efficient manner. The position will supervise inmate workers in the performance of their duties.

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

Establishing new position in order to correct multiple employees reporting to one position and in order to fill vacant position.

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

The function of the regional prisoner store is to process orders placed by Ionia area inmates. This position functions as the primary means by which inmates may purchase over the counter medications, as well as toiletries and food items not otherwise available to the inmate population.

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:

Must have good organization and communications skills, the ability to prioritize workload, and handle multiple tasks. Knowledge of established material handling procedures and inventory control procedures,

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license and the availability to attain an Industrial Truck (Hi-Lo) 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.

n/a

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

TINA CONRAN

8/7/2020

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