

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. TRADINSEB98R

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-HURON VALLEY CORR COMPLEX
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Executive Bureau
<b>4. Civil Service Position Code Description</b> Trades Instructor-E	<b>10. Division</b> Reentry Administration
<b>5. Working Title (What the agency calls the position)</b> Trades Instructor	<b>11. Section</b> Prisoner Education
<b>6. Name and Position Code Description of Direct Supervisor</b> ; SCHOOL PRINCIPAL-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> Women's Huron Valley Correctional Facility 3201 Bemis Rd. YPSILANTI, MI 48197 / Monday-Friday 6-2:30, may vary as nee

**14. General Summary of Function/Purpose of Position**

The employee in this position will provide Career and Technical Education to prisoners in the area of Commercial Truck Driving and Forklift Operation that will provide them with the skills to obtain gainful employment after incarceration. The instructor will teach an approved MDOC curriculum, administer appropriate written and performance evaluations, maintain a safe work environment and follow policy and procedure in regards to tool control. Eighty percent of the work week is spent in direct supervision of prisoners inside a secure correctional facility

**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: 60**

Teach prisoner students marketable skills in the field of Commercial Truck Driving utilizing the approved MDOC curriculum. Incorporate a forklift operation and warehousing component within the program. Provide hands on learning opportunities to students.

**Individual tasks related to the duty:**

- Prepare instructional materials.
- Deliver instructions and lessons to students in a group format.
- Provide students with individual instruction as required.
- Administer written evaluations and evaluate performance verification tests.
- Utilize Virtual Reality Simulators and alternative teaching methods to increase exposure to real world scenarios.
- Instruct and evaluate students safe and proper use equipment.
- Allow students the opportunity to gain hands on experience.
- Enforce Department rules and regulations including administering appropriate disciplinary action to prisoners.
- Administer fork truck certifications.

**Duty 2**

**General Summary:**

**Percentage: 20**

Maintain safety and tool control in the classroom and lab.

Follow MDOC policies and procedures.

**Individual tasks related to the duty:**

- Teach the safe use of tools and equipment.
- Follow MDOC safety standards.
- Adhere to MDOC policy and procedure for the issuance and accountability of tools and hazardous materials.
- Submit necessary forms in the event of a missing or broken tool.
- Maintain accurate inventory of tools.
- Implement classroom management techniques.
- Maintain accurate inventory of hazardous materials.
- Maintain Departmental records of safety training for students and workers.

**Duty 3**

**General Summary:**

**Percentage: 10**

Maintain educational files for each student and keep accurate records relevant to that student's progress.

**Individual tasks related to the duty:**

- Maintain weekly attendance records.
- Submit monthly attendance, enrollment and completion data.
- Grade and record daily classroom or hands-on work on progress plotters.
- Conduct written assessments and performance evaluations.
- Prepare and review with students their quarterly Educational Program Plan: Vocational (CSJ-363A).
- Provide copies of all certificates for inclusion in the WFD packet.
- Preparation of incoming and outgoing classroom files including progress plotters.
- Meet Department goals for enrollment and completions.

**Duty 4**

**General Summary:**

**Percentage: 10**

Maintain professional demeanor and keep all certifications updated.

**Individual tasks related to the duty:**

- Attend industry recognized training opportunities
- Keep vocational certifications updated.
- Assist during conditions of emergency to perform security duties as needed or directed.
- Provide special reports, recommendations and information to respond to inquiries from Central Office.
- Keep up to date on current skill sets desired by employers relative to the subject being taught.
- Work within the approved budget for the program.
- Attend staff meetings.
- Communicate with Central Office and staff from outside agencies regarding the content of the program.

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

Teaching staff makes decisions in determining a student's completion of educational goals. Decisions regarding prisoner management, testing and assessment. Assign students to various tasks and determine who is allowed to do what job. Make decisions concerning conduct of the students. Make decisions that affect the tutors who work for the instructor.

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

- Classroom spending and budget.
- Removal of students from class.
- Monthly reports.
- Yearly training requirements.
- Manifest of equipment and supplies into the facility.

**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.**

Staff works with students in a correctional facility. This position involves working indoors and outdoors in varying temperatures. On the job hazards include dust, pollutants, and noisy conditions. There is lifting, kneeling, bending and reaching involved in this position. May be required to lift items in excess of 50 lbs. Instructor has regular unsupervised access to and direct contact with prisoners.

**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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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 Career and Technical Education in the area of Commercial Truck Driving and Forklift Operation. Must be able to demonstrate tools, equipment and techniques used in the industry. Responsible for student instruction and evaluation; oriented towards individual student needs and abilities in both social and vocational areas.

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

New Position

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

The mission of the MDOC Prisoner Education system is to facilitate the transition from prison to the community by assisting prisoners in the development of their academic, workplace, and social competencies through effective and cost efficient programs. This position enhances the mission statement of the Prisoner Education section by preparing students to function in the work place by assessing each student's ability to learn, listen, communicate, provide appropriate instruction, work in teams and problem solve.

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

**EDUCATION:**

Possession of an associate's degree in an area of the specific trade or occupation to be taught.

**EXPERIENCE:**

**Trades Instructor P11**

No specific type or amount is required.

**Alternate Education and Experience**

**Trades Instructor P11**

Possession of an appropriate bachelor's degree, master's degree, or vocational teacher certification may be substituted for the education and experience requirements.

Educational level typically acquired through completion of high school and four years of recent experience in the practice of the specific trade or occupation to be taught, including six months of experience training others in the trade or occupation may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Practical, recent, and relevant work experience in the subject area. Possession of the above named degree or a vocational teaching certification may substitute for the work experience. Corrections experience and adult teaching experience would be desirable, but not mandatory.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

This position requires a valid State of Michigan Commercial Driver License group A and Powered Industrial Truck Operator permit. This position also requires a criminal history background check.

Position requires Four years of commercial truck driving experience and possession of a Michigan Commercial Drivers License and Powered Industrial Truck Operator Permit (TRDCOMTRDR).

**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.

NA

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

LAESTER PRIEST

2/12/2020

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