

1. Position Code LIBASTE15R

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Corrections/4741
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Library Assistant-E	10. Division Macomb Correctional Facility
5. Working Title of Position (What the agency titles the position) Library Assistant	11. Section Administration
6. Name and Classification of Direct Supervisor Lawrence McKinney, Assistant Deputy Warden	12. Unit Programs
7. Name and Classification of Next Higher Level Supervisor Jeffrey Tanner, Senior Executive Warden	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Rd, New Haven, MI 48048 80 hrs per pay week

14. General Summary of Function/Purpose of Position

Prepares library call-outs and ensures that library services are provided to prisoners per MDOC policy and procedure. Maintains order and security in the facility library. This position will be located within the secure perimeter on a full-time basis and will have face to face contact with prisoners on a daily basis.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 30**

Provide access to the courts for prisoners at the correctional facility.

Individual tasks related to the duty.

- Process confidential photocopy requests for litigation in court.
- Provide notary services.
- Screen and approve/disapprove prisoner's requesting legal writer services.
- Supervise prisoner legal writer clerks and their work, including screening and communications via e-mail with assigned attorneys.
- Supervise prisoner law library clerks.
- Answer questions and provide guidance to prisoners using the library.

Duty 2

General Summary of Duty 2 **% of Time 25**

Supervise prisoners using the library by maintaining order and security. Maintain orderliness and quietness through MDOC policy and procedure by using progressive discipline.

Individual tasks related to the duty.

- Enforce library posted rules and MDOC policy and procedures.
- Input development of local rules, operating procedures and best practice methods.
- Use progressive discipline while in the library.
- Effective communication skills.

Duty 3

General Summary of Duty 3

% of Time 20

Supervise and oversee library clerk duties and provide training and remedial skills.

Individual tasks related to the duty.

- Prepare prisoner payroll on a monthly basis.
- Create and implement clerk training modules.
- Prepare prisoner work evaluations along with hiring, training and termination of clerks.
- Assign and evaluate work duties and projects to prisoner clerks.

Duty 4

General Summary of Duty 4

% of Time 15

Use of personal computer to prepare reports, correspondence, entering and retrieving information. File and sort documents including correspondences, memos, procurement orders, prisoner communications and other paperwork.

Individual tasks related to the duty.

- Writing Notice of Intent to retrieve stolen/overdue library materials.
- Processing and entering prisoner call-outs using OMNI.
- Process and enter Legal Assistance Agreement requests.
- Investigating and preparing 1st step response for prisoner grievances.
- Cataloging books using Winnebago Spectrum System.
- Record retention of all legal documents for required amount of years.

Duty 5

General Summary of Duty 5

% of Time 5

Provide access to law and general library to prisoners housed in Level I and Segregation.

Individual tasks related to the duty.

- Receive and prepare requests from non-population prisoners for law or general library materials.
- Inspect all material and physically deliver books to prisoners housed in non-population.
- Interview indigent prisoners for photocopy services and indigent supplies.
- Answer questions about library services.
- Will report to Level I and Segregation at least once a week to provide library services (both general and law).

Duty 6

General Summary of Duty 6

% of Time 5

Providing day to day operations for library services.

Individual tasks related to the duty.

- Process inter-library loan requests (law and general) from prisoners, using the local library or surrounding institutions.
- Provide answers concerning library or photocopy services.
- Interview prisoners on indigent status for photocopy service and indigent supplies.
- Process and approve magazine and book orders requested by prisoners.
- Retrieve library materials from the library book box across from the chow hall.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Processing library call-outs. Answering access to the court questions. Approve book and magazine orders. Answer staff questions about library operations and access to the court. Processes photocopy requests. Ability to prioritize and utilize time management.

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

Responses to Step 1 prisoner grievances. Complex photocopy issues. Denial of any library services.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Carrying and lifting up to 20-25 pounds of law and general library books. Pulling library delivery cart with law and general library books to segregation. Up to 50-60 pounds. Pulling cart through snow during winter conditions. Hand and shoulder strength to shelve books. Typing and computer use.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?
Yes.

23. What are the essential duties of this position?

- Access to the courts as defined by MDOC Policy and Procedure
- Order and security of the library
- Training/supervising prisoner clerks
- Providing information about library operations and functions to Prisoners, staff and administration
- Knowledge of library issues and the Librarians projects and all aspects of library functions

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

The legal writer program was incorporated into MRF library services and shifting toward access to court issues and re-entry programming.

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

- Provide Law and General Library services.
- Day to day operations

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Library Assistant 5: No specific type or amount is required.

Library Assistant 6: One year of experience equivalent to a Library Assistant 5.

Library Assistant E7: Two years of experience equivalent to a Library Assistant, including one year equivalent to a Library Assistant 6.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to handle and manage prisoners.

Alpha/numeric skills for filing and documenting library services.

Communication skills.

Ability to follow PD/OP procedures.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date

