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|  |  | |  |  | | --- | --- | | |  | | --- | | 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-ST. LOUIS MICHIGAN FACILITY | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | CORRECTIONAL FACILITIES ADMINISTRATION | | **4. Civil Service Position Code Description** | **10. Division** | | Storekeeper-A | CENTRAL MICHIGAN CORRECTIONAL FACILITY | | **5. Working Title (What the agency calls the position)** | **11. Section** | | STOREKEEPER | ADMINISTRATION | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | ; STOREKEEPER SUPERVISOR-2-FZN 9 | WH/QM/PS/PROP | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | ; ADMINISTRATIVE MANAGER-3 14 | 8585 N. CROSWELL; ST. LOUIS, MI 48880 / 40 HOURS PER WEEK | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position performs a full range of Storekeeper assignments, including, Warehouse, Quartermaster, Prisoner Store and the Property Hub areas, exercising judgment in making decisions based on established methods and procedures for each area as assigned. Duties assigned for each area will include record keeping, ordering, receiving and delivery of stock, inventory, and miscellaneous duties as directed. This position is also responsible for supervising prisoners on a daily basis for the St. Louis Correctional Complex which includes the Central Michigan and St. Louis Correctional Facilities. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **75** | | Responsible for one or more of the following duties, related to the operations of the Warehouse, Quartermaster, Prisoner Store or Property areas as assigned. | | | | **Individual tasks related to the duty:** |  |  | | * Follow Policy Directives and Operating Procedures * Pick up and deliver items to/from other facilities * Determine facility needs to order various commodities and process the orders/requisitions * Verify orders and correct vendor problems in conjunction with procurement * Enter receivers on the state accounting system (MAIN) * Process, receive, and deliver orders and maintain records for officer clothing * Manage Warehouse: order, maintain and deliver stock and supplies to appropriate areas. * Manage Prisoner Property Hub Area: receive, sort, verify and ship prisoner property on transportation days. * Manage Quartermaster: process prisoner requests; order and maintain stock; maintain and update prisoner quartermaster records. * Operate computers and other electronic equipment. * Supervise prisoners and maintain prisoner payroll. * Maintain a ten minute count sheet on all gate pass prisoners working in the area. * Prepare reports as assigned for duties listed above. * Perform the above duties independently with or without the assistance of prisoners. * Assist in the operation of the Warehouse as necessary. * Assist in the operation of the Prisoner Store as necessary. * Assist in the operation of the Quartermaster as necessary. * Assist in the operation of the Property Hub Area as necessary. * Maintain and rotate stock in any other area assigned. * Receive and Process Friends and Family Packages. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **15** | | Other duties as assigned. | | | | **Individual tasks related to the duty:** |  |  | | * Organize work area * Clean work area * Prepare and submit reports, memos, etc. * Maintain inventory of tools and caustics according to Policies and Procedures * Transport detailed gate pass prisoner workers to and from work assignments as needed * Disposal of Officer clothing in accordance with Policy Directives and Operating Procedures * Attend required training as directed * Other duties as assigned | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Assist in conducting inventory counts as needed. | | | | **Individual tasks related to the duty:** |  |  | | * Conduct periodic physical inventory counts as assigned. * Prepare necessary reports * Assist in reconciliation of inventory quantities in accordance with Policy Directives and Operating Procedures. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Decisions regarding the daily operation of the Warehouse, Quartermaster, Prisoner Store and Property. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Implementation of any new procedures, policy questions, prisoner/staff problems. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | Some heavy lifting is involved. Operation of equipment typical to a warehouse operation.         All weather conditions may be encountered. (snow, rain, heat, etc.) | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | N | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | N | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | N | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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?** | | | |  |  | |  | |  | | --- | | Unloading materials from trucks by hand or with hand operated or motorized equipment.         Inspecting items as to quality and quantity.         Unpacking incoming goods and wraps and packs outgoing goods.         Stocking and rotating materials according to a prescribed inventory system.         Dispensing items and posts amounts of items to be prescribed inventory control system.         Participating in physical inventory.         Supervising and training Prisoners.         Computer basics. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | Delivering and Processing Friends & Family Packages  Operation of the Prisoner Property Hub from the Warehouse | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | Any of the following functions may apply, depending on the assignment.         This work area is responsible for ordering and stocking of inventory for three institutions.         This position works in the prisoner store and is responsible for ordering and stocking in that location.         This position works in the quartermaster area, distributing items to the prisoner population.         This position works in the property area, distributing items to the prisoner population.         All work assignments that may be assigned will require prisoner contact and prisoner supervision. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Basic computer usage skills.  Basic warehouse equipment usage skills. (pallet truck, fork truck, delivery truck, etc.)  Ability to deal with people professionally and courteously. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None Required. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None | |  | |  |  |  | | | |  |
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