

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

Position Code

1. CORPCDRAC64R

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-CHIPPEWA FAC/CHIPPEWA TEM
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CFA
4. Civil Service Position Code Description Corrections Program Coord-A	10. Division Chippewa Correctional Facility
5. Working Title (What the agency calls the position) CORRECTIONS PROG. COORDINATOR - CLASSIFICATIONS	11. Section Programs
6. Name and Position Code Description of Direct Supervisor ; ASSISTANT DEPUTY WARDEN-3	12. Unit Classifications
7. Name and Position Code Description of Second Level Supervisor CORRIGAN, JAMES G; STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 4269 W M 80; KINCHELOE, MI 49788 / 40 hours per week

14. General Summary of Function/Purpose of Position

The function of the Programs Coordinator is to identify the interests, abilities and needs of prisoners as it relates to various work assignments and programming offered by the correctional facility. One of the primary responsibilities of this position is to provide a means of entrance into various programming which include academic schooling, vocational counseling, employment and psychological services. Other functions include but are not limited to: reclassification of prisoners for work and/or school, new prisoner orientation, Security Classification, media team, MSI interview Committee, Policy and Procedure Review Committee, working with and processing itineraries through the computerized Offender Callout Management System. Employee works inside the secure perimeter of a multi-level correctional facility. This position is the recognized resource for the east side of the Chippewa 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: 50

The Orientation of new prison arrivals. The Classification and Reclassification of prisoners for institutional work assignments, vocational counseling and academic school in accordance with the needs of both the prisoner and the institution. In addition, the Program Coordinator must attempt to provide appropriate programming to meet recommendations from R&GC.

Individual tasks related to the duty:

- Ensure new prison arrivals are placed on OMNI callout to attend orientation.
- Answer any prisoner questions regarding the orientation process and show orientation DVD.
- Screen newly arrived prisoner files.
- Interview and complete CSX-175, Classification Report, on all new arrivals.
- Enter all classification information on OMNI ensuring all prisoners are either in school or work pools.
- Ensure those prisoners who need to obtain their GED are on the school waiting list by entering on OMNI.
- Make referrals to appropriate areas.
- Complete CSX-175, Reclassification Report, on referrals from RUM's/ARUS's and distribute.
- Interview and complete CSX-175, Reclassification Reports when necessary.

Duty 2

General Summary:

Percentage: 30

Maintain accurate work assignment job pools and refer prisoners to appropriate work assignments, while maintaining a racial balance on all assignments. Process all work assignments and enter all assignment hires on OMNI. Process all work assignment terminations. Process and review all CSJ-363 Prisoner Program and Work Assignment Evaluations. Keep ARUS' informed of prisoners who require semi-annual classification reviews. Receive, process, and distribute all semi-annual reviews classification reviews.

Individual tasks related to the duty:

- Enter and delete data from individual work pools.
- Ensure prisoners are medically cleared by Health Services to work job assignments (especially food service).
- Assign prisoners in a fair and consistent manner to prisoner work assignments, input information into OMNI.
- Print out and distribute six month review reclassification reports and send to the ARUS'.
- Review, sign, and distribute all CSX-175, Six Month Classification Review Reports.
- Verify previous education/training of prisoners.
- Review prisoner work reports and classify prisoners to unemployable status when necessary.
- Communicate with staff to ensure that CSJ-363 Prisoner Program and Work Assignment Evaluations are done in a timely manner.
- Receive CSJ-363, Prisoner Program and Work Assignment Evaluations and ensure work performance warnings are given.
- Receive CSJ-363, Prisoner Program and Work Assignment Evaluations requesting termination and process.

Duty 3

General Summary:

Percentage: 10

Review and process prisoner payroll, receive and review prisoner indigent requests, prepare monthly prisoner idleness report, prepare racial balance report.

Individual tasks related to the duty:

- Review all prisoner payroll to ensure that pay rates and number of days are properly reflected on monthly payroll reports.
- Receive indigent requests from prisoners, check prisoners' work and school history to ensure that they are eligible.
- Process indigent approved list and distribute indigent store order forms.
- Notify those prisoners who have been denied indigent.
- Prepare monthly prisoner idleness report.
- Work with staff, administration to find ways to reduce the idleness rate.
- Prepare racial composition report bi-monthly.

Duty 4

General Summary:

Percentage: 5

Write and update institutional procedures, convey prisoner assignment information to prisoner work supervisors, assist in preparing orientation DVD and answer prisoner kites and grievances resolving issues and concerns. Any other duties as assigned.

Individual tasks related to the duty:

- Write and update institutional procedures as they pertain to the area.
- Ensure new information regarding prisoner work assignments are disseminated to appropriate staff.
- Assist in preparing orientation DVD updates.
- Address prisoner concerns by answering prisoner kites or addressing issues through the grievance process.
- Special projects or other duties assigned by supervisor

Duty 5**General Summary:****Percentage: 5**

Permanent chair of the Program Classification Committee. Responsible for reviewing habitual offender requests for parole consideration and overseeing the override process in regard to Violence Prevention Programming.

Individual tasks related to the duty:

- Review habitual offender's institutional file.
- Assemble the Classification Committee to discuss prisoner's institutional behavior as well as aspects of the crime itself.
- Make a recommendation to the Warden as to whether habitual offender should be considered for parole prior to his calendar minimum.
- Notify the prisoner of the Warden's decision.
- Review prisoner's COMPAS "Risk of Violence" score. Review prisoner's file, noting patterns of violent behavior, misconducts involving violence (fighting, assault).
- Send recommendation for an override from no programming to VPP Moderate or VPP Moderate to VPP High to the Warden.
- Place prisoner on the appropriate list based on the Warden's decision.

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

Decisions made independently include prisoner placement on assignments based on the prisoner's past training, evaluations, prisoner's preference and institutional need. Termination of prisoners from work assignments for poor performance or rule violations. All prisoners and staff are affected by these decisions. Decisions about prisoner hiring practices and pool maintenance within the boundaries of policy and procedure. These decisions affect all prisoners and all staff responsible for overseeing prisoner workers.

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

Decisions about habitual offender requests for parole consideration prior to their calendar minimum require approval of the Warden, as do decisions about overriding prisoners to the next higher level of Violence Prevention Programming. These decisions affect not only the prisoner in question, but also potentially the families and communities to which they will ultimately be released. Other decisions requiring the supervisor's review would be anything not clearly outlined in Policy and Proceed

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.

The majority of work time is spent sitting at a desk working on a computer, writing, or reviewing paperwork. Environmental conditions are contact with convicted felons within the secure perimeter of a multi-level facility and working on the computer for lengths of time which can cause eye stress leading to eventual sight problems

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):**

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

The Classification Director handles the orientation and initial classification of newly arrived prisoners, processes reclassification of prisoners, maintains job waiting lists of prisoners for work assignments, places prisoners on assignment, removes prisoners from assignment, processes prisoner payroll, processes informational reports, responds to prisoner concerns through kites or the grievance process.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**25. What is the function of the work area and how does this position fit into that function?**

This area is responsible for the delivery of rehabilitative services to prisoners in the area of work responsibilities, education, counseling, vocational programming, recreation, religion and SCC. This position acts as a coordinator to ensure prisoners are guided to the proper area of programming

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

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, physical education or recreation, sociology, school social work, social work administration, educational psychology, family relations, or theology.

EXPERIENCE:

Three years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, including one year equivalent to a Corrections Program Coordinator P11, Prison Counselor P11, or Parole/Probation Officer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to deal with prisoners and staff. Must have good communication skills, both verbal and written. Must have an understanding of the contents of a prisoner's file and must be organized. Must also have a good knowledge of departmental policy and procedures, and their applications.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

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.

Appointing Authority

12/20/2021

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