

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

Position Code

1

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.) Vacant	8. Department/Agency CIVIL SERVICE COMMISSION
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) HUMAN RESOURCE OPERATIONS
4. Civil Service Position Code Description HUMAN RESOURCES TECHNICIAN A	10. Division MICHIGAN DEPARTMENT OF CORRECTIONS
5. Working Title (What the agency calls the position) DISCIPLINE TECHNICIAN	11. Section
6. Name and Position Code Description of Direct Supervisor 	12. Unit
7. Name and Position Code Description of Second Level Supervisor 	13. Work Location (City and Address)/Hours of Work JACKSON REGIONAL OFFICE, 4000 COOPER STREET, JACKSON MI / MONDAY - FRIDAY, 8 AM TO 4:30 PM

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for the entire disciplinary process within the Jackson Complex for the Michigan Department of Corrections, performing complex disciplinary assignments requiring independent judgment and the application of Civil Service, contractual, and departmental standards. This position oversees all components of the discipline process, ensuring consistent, compliant, and procedurally accurate application of disciplinary actions across multiple facilities and a large employee population. As the complex's subject matter expert, this position provides authoritative guidance to Wardens and Administrators, interprets Civil Service Rules, collective bargaining agreements, and MDOC policy, and translates complex requirements into clear, practical direction, providing recommendations and interpreting rules, regulations, and union contract provisions for leadership and staff. The position also functions as the primary liaison between Jackson Complex facilities, Human Resources, and the Discipline Unit, ensuring timely processing, documentation quality, and standardized disciplinary practices across the Jackson area.

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

This position serves as the Jackson Complex's recognized resource and disciplinary subject-matter expert, providing authoritative oversight, interpretation, and coordination of all phases of the discipline process across the Jackson facilities. The position ensures consistent and compliant application of Civil Service rules, collective bargaining agreements, and MDOC policy, exercising independent judgment in complex cases and serving as the primary expert resource for Wardens, administrators, supervisors, and Human Resources leadership.

Individual tasks related to the duty:

- Serve as the Jackson Complex's disciplinary subject-matter expert and primary point of contact for escalated or complex cases, providing authoritative interpretation of Civil Service rules, collective bargaining agreements, MDOC disciplinary policy, and procedural requirements.
- Evaluate disciplinary actions and investigative documentation to ensure full compliance with applicable rules, contractual provisions, and policy; identify deficiencies, request corrective action, and determine whether cases should advance or require elevated review.
- Analyze employee disciplinary history and case circumstances, advising Wardens and administrators on settlement considerations, corrective measures, and appropriate disciplinary outcomes consistent with policy, precedent, and contractual requirements.
- Oversee the advanced review, validation, and finalization of disciplinary documentation and packets, including counseling memorandums, suspensions, discharges, waivers, options memos, settlement documents, and CAJ-231 reports, and submit finalized packets to Central Office in accordance with mandated procedural and contractual timelines.
- Attend disciplinary conferences to provide expert procedural guidance, ensuring disciplinary decisions, outcomes, and documentation remain consistent with Civil Service rules, collective bargaining agreements, MDOC policy, and established disciplinary standards.
- Monitor disciplinary cases from initiation through resolution, maintaining audit-ready records, validating adherence to required timelines and procedural mandates, and preparing analyses and summaries that support compliance monitoring and informed decision-making.
- Develop and interpret complex disciplinary reports, summaries, and trend analyses for internal leadership and Central Office, providing insight into compliance patterns, operational deficiencies, and emerging discipline-related issues within the Jackson Complex.

Duty 2

General Summary:

Percentage: 20

This position supports the Jackson Complex disciplinary process by providing reporting, training, and process coordination to help ensure consistent and accurate implementation across all facilities.

Individual tasks related to the duty:

- Deliver training to staff on disciplinary procedures, documentation expectations, and regulatory requirements through structured, complex, and discipline-specific training sessions that incorporate policy interpretation and best practices.
- Audit and evaluate the disciplinary process across Jackson facilities to ensure consistent application of procedures, timelines, and documentation practices.
- Lead efforts to improve the accuracy and consistency of the disciplinary process by identifying procedural gaps and recommending improvements.
- Create and refine discipline-specific tools, reference materials, templates, and guides to support consistent implementation of disciplinary procedures.
- Analyze disciplinary trends, data, and case outcomes to develop practical guidance and support informed decision-making for supervisors and administrators.
- Explain complex disciplinary rules, contractual provisions, and MDOC policy requirements to staff in clear, understandable terms.
- Provide guidance to supervisors and administrators on grievance-related issues arising from discipline, ensuring appropriate adherence to Civil Service and contractual appeal processes.
- Develop and validate month-end discipline reporting for Jackson Complex facilities, providing analysis that supports compliance monitoring and departmental decision making.

Duty 3**General Summary:****Percentage:** 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

Duty 4**General Summary:****Percentage:****Individual tasks related to the duty:****16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Review and assess disciplinary documentation submitted by administration to determine whether the documentation satisfies all required procedural, contractual, and Civil Service rule-based criteria. Based on these decisions, this position determines whether a case may advance, requires corrective action, or necessitates elevated review, directly affecting disciplinary timelines, documentation quality, and the facility's adherence to Civil Service Rules, collective bargaining agreements, departmental policy, and procedural mandates..

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

Recommendations involving high-risk, sensitive, or politically complex cases that may have broader operational or legal implications. Decisions involving interpretation of policy or contract language that might set precedent or contradict existing guidance.

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.

Standard office environment with some travel. This position will be required to carry work related materials and equipment to various buildings or work locations.

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):**

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ 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.

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 essential functions of this position are to serve as the recognized resource for all disciplinary matters within the Jackson Complex, overseeing the discipline process across multiple facilities and a large employee population. This position provides oversight to ensure consistent and compliant application of Civil Service Rules, collective bargaining agreements, and MDOC policy, applying advanced interpretation of rules, regulations, and procedural standards.. It also provides expert and authoritative guidance to Wardens and Administrators and functions as the primary liaison between Jackson facilities, Human Resources, and the Discipline Unit to support accurate, timely, and standardized disciplinary practices.

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

New establishment

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

The work area is responsible for delivering comprehensive human resources services to all employees within the Jackson Complex. This position fits into that function by overseeing the disciplinary process for the complex and ensuring all discipline is administered accurately, consistently, and in compliance with MDOC policy, Civil Service Rules and Regulations, and collective bargaining agreements.

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

EDUCATION:

EXPERIENCE:

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent written/verbal communication skills Organizational/project management skills.

Ability to write and translate information for a wide variety of audiences.

Ability to speak clearly and effectively with customers one-on-one and in groups.

Knowledge and ability to use a variety of Microsoft Office software, including Excel, Word, PowerPoint, and Microsoft Access.

Knowledge of the functions assigned to various occupations in state government.

Knowledge of Michigan Civil Service Commission rules, regulations, forms and procedures related to the work.

Knowledge of collective bargaining agreement provisions and/or procedures related to the work.

Knowledge of HRMN, and/or agency-specific databases.

Ability to select and compile data for correspondence and reports.

Ability to conduct established training sessions, workshops, conferences, seminars and programs regarding staff development and training.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to assume responsibility and work independently.

Ability to follow complex instructions.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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.

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