

**State of Michigan
Civil Service Commission**

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

Position Code

1. INDPLDREA22R

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-MICHIGAN STATE INDUSTRIES
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration (BOA)
4. Civil Service Position Code Description INDUSTRIES PRODUCTION LEADER-E	10. Division Michigan State Industries (MSI)
5. Working Title (What the agency calls the position) Industries Production Leader (IPL)	11. Section Janitorial
6. Name and Position Code Description of Direct Supervisor MULLIN, BRIAN T; INDUSTRIES SUPERVISOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor WHITE, CURTIS; INDUSTRIES SUPERVISOR-3	13. Work Location (City and Address)/Hours of Work Parnall Correctional Facility (SMT) - 1780 E. Parnall Rd., Jackson, MI 49201 / Monday - Friday / 40 hours a week
14. General Summary of Function/Purpose of Position The position trains and supervises prisoner workers in the production, packaging and distribution of powdered and liquid janitorial and laundry products. The position keeps production records. The incumbent also monitors production quality and is responsible for inventory control and enforces all safety and security procedures.	

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: 40**

Production Quality Control

Individual tasks related to the duty:

- Monitor production quality in all areas and make adjustments where needed to maintain quality standards.
- Monitor prisoner workers' performance and discipline or provide further training to problem workers.
- Train prisoner workers in general/routine maintenance of equipment specific to their work areas.
- Adequately staff all prisoner worker positions in order to meet production demands.
- Make work force adjustments as necessary.

Duty 2

General Summary: **Percentage: 30**

Production, shipping and purchasing record keeping, inventory control using ERP computer software.

Individual tasks related to the duty:

- Complete batch productions/inspection records.
- Determine and record yield for each batch produced.
- Prepare shipping documents for shipments.
- Verify conformance to specifications and complete receiving documents for all incoming shipments.
- Keep continuous inventories of raw materials to verify accuracy through cycle counting activities.
- Initiate orders of needed raw materials, allowing adequate lead time and prepare purchasing documents for input on SIGMA and ERP GSS.
- Maintain finished goods inventory.
- Prepare finished goods for shipment to fill orders.

Duty 3

General Summary: **Percentage: 15**

Maintain security of toxic caustic and critical tool control as necessary inside a correctional facility.

Individual tasks related to the duty:

- Correctly etch and inventory critical/dangerous tools.
- Maintain an accurate, continuous inventory of all toxic/caustic raw materials used in janitorial and laundry product manufacturing.
- Do continuous inspections of Janitorial Products Factory with regard to all safety, security and fire safety issues.
- Bring areas of concern to the attention of the Superintendent/Assistant Superintendent so that problems can be identified and resolved.
- Provide prisoner workers with required safety equipment and monitor compliance with safety procedures.

Duty 4

General Summary: **Percentage: 5**

Prisoner orientation, work rules, maintenance of prisoner files and prisoner performance reviews.

Individual tasks related to the duty:

- Document prisoner receipt of handbook/rulebook.
- Assure that prisoner has received, "Right To Know," presentation for new hires and document same.
- Maintain file on each prisoner worker, including work reports, counseling memos, etc.
- Instruct prisoner workers to follow all rules, production and security procedures and monitor their compliance.

Duty 5

General Summary: **Percentage: 5**

Schedule daily work assignments for prisoner workers.

Individual tasks related to the duty:

- Make daily job assignments based on outstanding open production orders.
- Initiate orders in the labeling and mixing departments and with Forklift driver.
- Monitor orders during the production process for quality, quantity and conformance to specifications.

Duty 6**General Summary:****Percentage: 5**

Training and other duties.

Individual tasks related to the duty:

- Attend monthly Superintendent staff meetings and DOC training as required.
- Other duties as assigned.

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

Acceptable quality decisions. Number of prisoner workers assigned to various departments. Re-assigning of prisoner workers. Calling in repair people in emergencies.

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

Changes to a product formulation, all purchases, new product development activities and equipment requirements. Any activity that will affect MSI as a whole, the reputation of MSI, production processes at the Janitorial Products Factory or the safety and security of Parnall Correctional Facility or any customer institution.

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.

Since this is a Janitorial product production facility, supervisor will be working with many toxic/caustic substances on an ongoing basis. Supervisor will be exposed to dust and fumes associated with same. 100% of this position's time will be spent within the secure perimeter of the Parnall Correctional Facility. This position is in direct contact with and supervises prisoners 100% of the work time. Prisoners are issued tools that could easily be used as weapons. Use of acids, toxics and caustic materials in the production procedure. This is potentially a very dangerous environment. These conditions will exist throughout each workday.

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. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Responsibility for supervision of prisoners, both directly and indirectly. Active supervision (actual instruction) and training of prisoners. Continually monitor prisoner activity for both production and custody purposes. Prepare shipping documents, general inventory control, including monitoring finished goods and raw material inventories on MSI accounting software, SIGMA and ERP system GSS. Maintain cordial and professional relationships with Lansing Central Office staff, Parnall Correctional Facility staff and MSI customers.

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

The General Summary has been updated to reflect distribution-related duties. Within Duty 2, the duties have been updated to incorporate ERP computer software, and references to MAIN have been removed and replaced with SIGMA and ERP GSS. Boxes 17 and 18 have been revised to remove references to the Detroit Reentry Center and to reflect the Parnall Correctional Facility. Box 23 no longer references Syteline and has been updated to include SIGMA and the ERP system GSS, along with replacing references to the Detroit Reentry Center with the Parnall Correctional Facility. Box 25 now includes distribution duties. Additionally, the KSA section has been expanded to include knowledge of computer software applications.

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

MSI Janitorial products factory manufactures cleaning agents, detergents, disinfectants and other janitorial products. They are sold to government agencies and some non profit organizations. This position supervises and trains prisoner workers in the production and distribution of these products. Maintains accurate inventories of finished goods and raw materials.

26. 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:

Industries Production Leader 8

One year of specific industry production or service experience.

Industries Production Leader 9

Two years of specific industry production or service experience; or, one year of experience equivalent to an Industries Production Leader in the specific industry.

Industries Production Leader E10

Three years of specific industry production or service experience including one year of supervisory experience; or, one year of experience equivalent to an Industries Production Leader 9 in the specific industry.

Alternate Education and Experience

Industries Production Leader 8

One year of experience that involves direct supervision of offenders and six months experience in the specific production/manufacturing or service industry.

OR

One year of experience that involves direct supervision of offenders and one year experience in any production/manufacturing industry.

OR

Two years of experience in any production/manufacturing industry.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of plant layouts.
- Knowledge of manufacturing methods and practices for the goods being made or services being provided.
- Knowledge of methods of maintaining efficient production.
- Knowledge of computer software applications.
- Knowledge of standards of operation.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of departmental rules, regulations, policies and procedures.
- Knowledge of Warehousing, inventories and production control.
- Ability to direct and instruct prisoners.
- Ability to direct machine setup and operation.
- Ability to monitor quality of products and services.
- Ability to evaluate and counsel prisoners as to their capabilities.
- Leadership ability and capability of motivating people.

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.

KATLYN SAYLOR

7/7/2026

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