

**State of Michigan
Civil Service Commission**

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

Position Code

1. STORKPRAA85R

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-ADRIAN/GUS HARRISON FAC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description STOREKEEPER-A	10. Division Gus Harrison Correctional Facility
5. Working Title (What the agency calls the position) Storekeeper	11. Section Business Office
6. Name and Position Code Description of Direct Supervisor CHENEY, KYLE D; STOREKEEPER SUPERVISOR-1	12. Unit Prisoner Store/Warehouse
7. Name and Position Code Description of Second Level Supervisor SHAW, TIMOTHY R; ADMINISTRATIVE MANAGER-3	13. Work Location (City and Address)/Hours of Work 2727 E. Beecher St. Adrian, MI 49221 / M-F: varies

14. General Summary of Function/Purpose of Position

The position is responsible for the operation of the prisoner store, warehouse and quartermaster functions. The purpose is to store, sell and deliver items to prisoners at a correctional facility. Also to deliver ordered supplies to staff members. The position involves operating computers and to supervise and train prisoner workers in the prisoner store, quartermaster and warehouse operations. The quartermaster position is located inside the secure perimeter of a secure level I facility or multi-level facility. The warehouse/store positions are located outside the secure perimeters but work daily with prisoner work crews. Store and warehouse staff makes daily deliveries inside the secure perimeter.

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: 60

Process prisoner store orders. Supervise and account for prisoner workers in the store, warehouse and quartermaster operations. Load and unload delivery trucks. Receive and ship supplies, verifying all counts.

Individual tasks related to the duty:

Supervise prisoner workers to ensure safe work practices are followed.

Maintain security of the prisoner store and warehouse so no losses are due to theft.

Order, receive and verify counts of all items.

Monitor daily the inventory to ensure adequate supplies are on hand for the store, warehouse and quartermaster.

Drive/operate various motorized vehicles, carts, pallet jacks and forklifts.

Assist with monthly inventory count.

Process prisoner store orders through the commissary program.

Record/monitor freezer-refrigerator temperatures as required.

Monitor and account for all prisoners on assignment.

Duty 2

General Summary:

Percentage: 20

Deliver store/warehouse goods to designated locations.

Individual tasks related to the duty:

Deliver store goods, sealed in bags, to the housing units/prisoners.

Call out and have prisoners inspect and sign for the store bags.

Deliver supplies throughout two institutions.

Call out prisoners for state clothing to be issued or exchanged.

Process incoming and outgoing prisoner laundry.

Duty 3

General Summary:

Percentage: 20

Complete paperwork for the prisoner store, warehouse or quartermaster operations. Complete other duties as assigned.

Individual tasks related to the duty:

Process prisoner payroll.

Complete prisoner performance evaluations.

Record and verify inventory in the store and warehouse.

Process receivers/paperwork.

Update commissary program as necessary.

Complete 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.

Routine operational decisions. Corrective/disciplinary actions involving prisoners. Safety/security issues that would need immediate attention.

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

Operational problems, store schedule changes, overtime requests, proposals involving changes in operating procedure or issues that may affect the entire facility.

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.

Lifting, carrying, bending, crouching, reaching, walking, driving, speaking, writing, stair climbing. The position requires direct contact with the prisoner population. This position is also responsible for handling or using hazardous or explosive materials.

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?

Order and maintain adequate supplies, materials and clothing. Shipping, receiving, transporting of materials and supplies, rotate stock, operate computers, supervise prisoner workers, evaluate prisoner workers, perform custody/security responsibilities and other duties as assigned.

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

Updated experience for Storekeeper 7 to three years of experience in a warehouse or store operation.

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

This work area serves approximately 1500 prisoners and over 300 employees by ordering, shipping, receiving and delivering supplies/goods necessary to run the prison complex.

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

EDUCATION:

High school diploma or equivalent. No specific type or amount is required.

EXPERIENCE:

Storekeeper 7

Three years of experience in the inventory, 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:

Must be able to communicate with prisoners, operate motorized vehicles and computers. Warehousing procedures and inventory controls. Must be able to meet stated goals and objectives while complying with departmental policies and procedures.

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.

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