

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ASSISTANT RESIDENT UNIT SUPERVISOR

JOB DESCRIPTION

Employees in this job perform paraprofessional counseling and custodial activities for the treatment, evaluation, and security of prisoners in the housing units in state correctional facilities.

There is one classification in this job.

Position Code Title – Assistant Resident Unit Supervisor-1

Assistant Resident Unit Supervisor 11

The employee serves as a first-line supervisor with responsibility for directing Resident Unit Officers. The employee, under the general supervision of a Resident Unit Manager, works within general methods and procedures, and exercises considerable independent judgment to adapt and apply the guidelines.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Maintains prisoners' treatment and case history files and records, prepares reports, and conducts correspondence relative to prisoners and work.

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Makes referrals to counselors or housing unit managers for special counseling or therapy. Conducts routine counseling (under general supervision) for an assigned caseload of prisoners, and provides assistance to counselors in the areas of group therapy or special programs, as required.

Directs housekeeping efforts and ensures housekeeping practices are up to standard. Ensures prisoners are informed of housekeeping responsibilities for their own area and that daily inspections, etc. are done.

Assumes the responsibility of the housing unit on the shift opposite the Resident Unit Manager or during any absence of the Resident Unit Manager.

Performs as the authorized liaison and signs for all supply requisitions originating from the housing unit. Manages budget assigned to his/her units for supply requisition.

Ensures that physical plan deficiencies are referred to maintenance. Maintains a maintenance request log that details the plant problem, date of referral, date of repair, staff who repaired the problem, and the number assigned to the specific request.

Interviews prisoners in preparation for classification review reports. Compiles routine adjustment reports from other staff in preparation for the parole eligibility report.

Responds to prisoner grievances. Serves as a member of the Unit Disciplinary Committee.

Performs the security and custodial duties of the Corrections Officer when necessary. Provides assistance in the preventing of escapes, fights, drug abuse, and other violations of facility rules.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of the operations of a correctional facility.

Considerable knowledge of penal custody rules, regulations, and security procedures.

Some knowledge of training and supervisory techniques.

Some knowledge of prisoner disciplinary procedures.

Some knowledge of investigative techniques.

Some knowledge of psychological, social problems, and social work techniques in a correctional facility.

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Some knowledge of American Corrections Associations Standards or corrections facility management and operations.

Some knowledge of equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate prisoner staff employees.

Ability to perform routine counseling activities.

Ability to obtain and evaluate pertinent information from interviews with prisoners or prisoners' families.

Ability to establish and maintain the confidence and cooperation of others.

Ability to work effectively in emergencies.

Ability to maintain records, prepare reports, and conduct correspondence related to prisoners and the work.

Ability to effectively communicate with others.

Ability to maintain favorable public relations.

Working Conditions

The job is located in a correctional facility and requires direct contact with prisoners.

The job duties require an employee to work in a hostile environment.

The job duties require an employee to work in adversarial situations.

Physical Requirements

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of Corrections.

Education

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

Experience

Two years of experience in security and/or treatment activities equivalent to a Corrections Officer E9, Corrections Medical Aide E9, Prison Counselor, Corrections Program Coordinator, or Special Alternative Incarceration Officer 9; one year equivalent to a Corrections Shift Supervisor 11, Resident Unit Officer E10, or Corrections Resident

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Representative E10; or, one year equivalent to a Clinical Social Worker P11 or Psychologist P11 in a correctional facility.

Alternate Education and Experience

Completion of 60 semester (90 term) credits including 20 semester (30 term) credits in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology may be substituted for the education requirement

Possession of a bachelor's degree with a major in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology may be substituted for six months of Corrections Officer E9 experience.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ASTRSUSPV

Job Code Description

Assistant Resident Unit Supervisor

Position Title

Assistant Resident Unit Supervisor-1

Position Code

ASRUSPV1

Pay Schedule

NERE-128