

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

RESIDENT UNIT MANAGER

JOB DESCRIPTION

Employees in this job perform a variety of professional resident unit manager activities, in order to assist prisoners in adapting to prison life, to regulate the daily lives of prisoners, and to assist in the rehabilitation of prisoners. The employee plans and directs the work of Assistant Resident Unit Supervisors and/or Prison Counselors; in addition, the employee may directly supervise Resident Unit Officers and Corrections Officers. In cooperation with shift command, the employee is responsible for the effective operation of assigned housing units. The employee is responsible for overseeing custody, prisoner movement, property control, housekeeping; directing prisoner programs and activities; and managing housing unit budgets. Work is performed through the application of a body of knowledge related to professional resident unit manager methods, practices, procedures, policies, regulations, materials, and equipment.

There is one classification in this job.

Position Code Title - Resident Unit Manager-2

Resident Unit Manager 13

The employee functions as a first-line professional manager of Assistant Resident Unit Supervisor and/or Prison Counselor positions.

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.

Directs housekeeping efforts and ensures housekeeping practices are in accordance with the American Corrections Association standards, that prisoners are informed of housekeeping responsibilities for their own areas, and that daily inspections are done. Ensures that inspections are recorded on appropriate forms.

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

Provides vocational, academic, social, and personal counseling to prisoners. Selects, administers, and documents progressive and corrective disciplinary measures.

Performs as the authorized liaison and signs for all supply requisitions originating from the housing unit. Manages unit supply requisition budget.

Explains institutional programs and policies to prisoners. Meets with prisoners and prisoner groups to resolve problems and to explain rules and regulations. Responds to prisoner grievances.

Confers with administrative and medical personnel in formulating plans for work assignments, training, and other aides in institution adjustment and parole preparation.

Participates in the development and implementation of substance abuse policies and programs within the facility; identifies prisoners with drug abuse problems.

Interviews prisoners, their families, and other interested individuals or agencies to obtain personal history data. Develops case histories for use by psychiatrists and administrators for evaluation and treatment of social factors in the prisoner's situation, and for use in parole planning.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the operations of a correctional facility.

Thorough knowledge of methods of alleviating social, psychological, and environmental problems which are unique to the correctional setting.

Thorough knowledge of correctional facility custody rules, regulations, and procedures.

Thorough knowledge of current correctional treatment services, rehabilitation programs, and new trends being introduced and evaluated.

Thorough knowledge of the underlying theories and techniques of social work as it relates to prisoners.

Thorough knowledge of security procedures.

Thorough knowledge of prisoner disciplinary procedures.

Considerable knowledge of supplies required in a housing unit.

Considerable knowledge of American Corrections Association standards on corrections facility operation and management.

Some knowledge of training and supervisory techniques.

Some knowledge of equal employment opportunity policies and procedures.

Some knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

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

Ability to deal with prisoners possessing anti-social attitudes, win their confidence, and influence their actions.

Ability to apply current methods in the development of treatment plans for prisoners.

Ability to establish and maintain an effective working relationship with individuals and groups.

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

Ability to maintain favorable public relations.

Working Conditions

The employee typically works in an environment involving a moderate degree of hazard.

The job requires direct contact with prisoners.

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 a bachelor's degree in any major.

Experience

Resident Unit Manager 13

One year of experience equivalent to a Corrections Shift Supervisor 12, Assistant Resident Unit Supervisor 11, Corrections Program Coordinator P11, Prison Counselor P11, Parole Probation Officer P11, or a Clinical Social Worker P11 or Psychologist P11 in an adult correctional facility.

OR

Two years equivalent to a Corrections Shift Supervisor 11.

OR

Three years equivalent to a Corrections Medical Unit Officer E10, Corrections Resident Representative E10, Resident Unit Officer E10, or a Special Alternative Incarceration Officer E10.

Alternate Education and Experience

Resident Unit Manager 13

Education level typically acquired through completion of high school and three years of experience equivalent to a Corrections Shift Supervisor 13 or Corrections Security Inspector 13 may be substituted for the education and experience requirements.

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

The Department of Corrections will not hire individuals 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

RESUNTMGR

Job Code Description

RESIDENT UNIT MANAGER

Position Title

Resident Unit Manager-2

Position Code

RESUMGR2

Pay Schedule

NERE-141

03/15/2017