

**State of Michigan
Civil Service Commission**

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

Position Code

1. HUMRALTEB96N

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 CIVIL SERVICE COMMISSION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) HUMAN RESOURCE OPERATIONS
4. Civil Service Position Code Description HUMAN RESOURCES ANALYST-E	10. Division MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
5. Working Title (What the agency calls the position) HUMAN RESOURCE REPRESENTATIVE	11. Section OFFICE OF HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor BUDD, SHELLIE R; STATE ADMINISTRATIVE MANAGER-1	12. Unit DHS SH&R
7. Name and Position Code Description of Second Level Supervisor DEROSE, MICHAEL; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 235 SOUTH GRAND AVENUE, LANSING, MI 48933 / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position is assigned counties within the Specialized Hiring and Recruiting (SH&R). Responsible for providing service for classifications, selections, appointment, and general personnel related functions for selection and hiring of Assistant Payment Workers (APW) and Services Specialists (SS) including 12 level, supervisor levels and all classifications in assigned work units. SH&R utilizes a proactive hiring strategy that builds a pool of eligible candidates or utilizes a traditional selection process for hard to fill positions in the largest counties in Michigan. This strategy allows SH&R to have candidates ready for hire as soon as there is a vacancy, which allows the county to maintain proper staffing levels, providing better service to their clients. Monthly screening, interviewing, and background checks are conducted for all areas of SH&R. Work with contracted drug testing sites, county offices, and candidates to coordinate drug testing within specified timeframe.

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: 50

Position works independently to provide guidance, make recommendations and processes selections activities for assigned work areas.

Individual tasks related to the duty:

- Applies Civil Services rules, regulations and policies, bargaining unit requirements, and departmental policies and procedures in selections actions.
- Reviews hiring and WOC requests to assure current hiring guidelines and exception processes are being followed.
- Coordinates hiring with SH&R HR Representatives for APW, Services Specialist, AP Supervisor, and SPM positions.
- Provides guidance to work units with internal requirements for limited term appointments.
- Works with assigned counties to ensure proper interview protocol is utilized by providing monthly contact, coordinating interview dates, proper number of interview panels, interview panel members, and interview questions.
- Develops job postings, manages applicant pools, makes recommendations, and provides guidance to hiring managers in development of selection processes including screening criteria, selection criteria, interview questions, reference questions, and scoring mechanisms.
- Applies any special consideration screening and tracking for designated applicants. (i.e. Veterans, MRS, Maxey)
- Utilizes internship program hiring process for potential hires within assigned counties.
- Uses the electronic NeoGov process to post positions, manage selection processes, and develop documentation of the hiring processes for assigned work areas.
- Completes credential reviews on classifications as approved by Civil Service.
- Works independently on recoupment, ICHAT, Secretary of State, and Central Registry screening, conducts follow up, provides status updates to appropriate HR Rep, and notates changes in NeoGov for applicants.
- Works with DHHS Recoupment Team to resolve outstanding recoupment and possible Intentional Program Violation issues.
- Conducts conditional and final offers to candidates.
- Coordinates with county offices for candidates to obtain and complete drug screening requirements.
- Provides general guidance for county assigned student assistants regarding overall SH&R process, interview scheduling, references, etc.
- Implements process changes for assigned counties.

Duty 2**General Summary:****Percentage: 30**

Complete and ensure that all applicants appointed to the Services Specialist, Assistance Payments Worker, Services Program Managers, and Assistance Payment Supervisors classification meet all required background checks.

Individual tasks related to the duty:

- Conduct background checks such as SOS, Bridges, ICHAT, and Central Registry on successful candidates.
- Utilize SH&R Content Manager process to verify background checks for successful Services Specialist candidates.
- Maintain required documentation for hiring process on successful candidates.
- Make suggestions for improvements or modifications for the SH&R hiring process.
- Respond to candidates and employees concerning background check issues.
- Send information regarding travel arrangements for the hotels to training participants.
- Respond to questions from County Directors, managers, applicants, and successful candidates concerning background check and hotel issues.

Duty 3**General Summary:****Percentage: 20**

Conduct Conditional Offers for assigned work areas.

Individual tasks related to the duty:

- Deliver conditional offers to potential new hires.
- Coordinate with work area, drug testing site, and candidate to complete drug test timely.
- Log drug test results for candidates.
- Complete Content Manager tracking.
- Coordinate with OSE, Labor Relations, HR Rep to resolve an issues or concerns.

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

Position determines if an employee meets the education and experience requirements for a requested classification and level; identifies when a position is eligible for reclassification, makes recommendations for above minimum hire or accelerated step increase requests, and handles routine issues in processing selection and classification actions.

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

Unusual circumstances pertaining to classification and selection actions are reviewed with the supervisor.

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.

Position exists in a normal office work environment, generally in a sitting or standing position. General use of personal computer may involve lengthy periods of time at the keyboard and exposure to monitor. Position must be able to travel for meetings and other duties away from the office which may include overnight trips.

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?

Essential duties include assisting DHHS managers in resolving issues and processing actions in the areas of classification, selections, and compensation.

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

This position works independently, provides guidance to work areas and staff, reviews work of staff within the unit, and makes recommendations on more complex processes and procedures for the work unit.

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

The Specialized Hiring and Recruitment unit provides direction and customer assistance to administrators, managers, liaisons, and employees in the areas of classification, selections, and compensation. Specifically, SH&R work unit handles a yearly average of over 500 APW and SS hires for the largest counties in the state of Michigan. This position provides assistance in these areas for assigned work areas.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Human Resources Analyst 9

No specific type or amount is required.

Human Resources Analyst 10

One year of professional experience providing human resources services equivalent to a Human Resources Analyst 9.

Human Resources Analyst P11

Two years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Position will develop knowledge of Civil Service rules and regulations and departmental regulations, policies, and procedures in the areas of classifications, selections, and compensation.

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