

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1.

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 RESOURCES OPERATIONS
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division DTMB HUMAN RESOURCES
5. Working Title (What the agency calls the position) LABOR RELATIONS MANAGER	11. Section OPERATIONS
6. Name and Position Code Description of Direct Supervisor LANE, CATHERINE M; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor PATTERSON, JONATHAN; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 525 W. ALLEGAN, LANSING, MI 48915 / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position serves as the Manager of Labor Relations within the DTMB Office of Human Resources. The primary responsibilities include the oversight of all labor relations items, such as grievances, investigations, arbitrations/hearings, and reasonable accommodations for the Department of Technology, Management & Budget. Primary contact for DTMB Executive Office, the State Budget Office and its organizational units, and all autonomous entities related to labor relations issues. Additional responsibilities include responding to FOIA, EEOC and Civil Rights claims. Attendance at labor/management meetings, bargaining and employee resource groups within DTMB.

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: 55

Manage and oversee all labor relations and activities for DTMB. Select, direct, and evaluate the labor relations team in the performance of their responsibilities. Serve as the liaison between DTMB and Office of State Employer on all labor relations, collective bargaining agreements, and reasonable accommodation issues. Develop and implement policies and procedures for the labor relations team as needed in conjunction with the HR Director.

Individual tasks related to the duty:

- Oversee all labor relation activities for DTMB. Activities include, but are not limited to, guidance, training, review and responses to grievances, arbitrations, hearings, investigations, reasonable accommodations, training.
- Review labor relations and DTMB employee responses on corrective actions, reprimands, grievance responses, investigation summaries, and reasonable accommodations as required.
- Oversee labor relations tracking logs to ensure timeframes and deadlines are met and workloads are consistent.
- Ensure corrective action is consistent with DTMB practices and comply with all contractual requirements.
- Advise, consult and assist the labor relations team with arbitrations and hearings, either as primary or second chair as required.
- Conduct investigations or assist labor relations employees and DTMB managers with investigations.
- Participate in department labor management meetings, OSE led LR and RA meetings.
- Participate in primary and secondary bargaining activities.
- Train and guide the labor relations team on processes, development and consistency.
- Select and assign LR employees, ensuring equality in hiring, promotion, and other employment practices.
- Provide guidance, instruction and mentoring to the labor relations team.
- Coach and instruct on proper procedures and processes for preparation of grievances, investigations and arbitrations.
- Establish performance standards and assess employee performance.
- Determines assignments and establishes project guidelines.
- Conducts training and/or provides resources for training for the labor relations team.
- Review/approve time/attendance.

Duty 2

General Summary:

Percentage: 20

Point of contact for DMO on AWOL and work restrictions. Respond to all FOIA, EEOC, Civil Rights claims and assist with responses on UIA claims. Oversee and maintain training and recruitment activities.

Individual tasks related to the duty:

- Primary contact for DMO on all notices of AWOL. Determine next steps consistent with DTMB practices.
- Primary contact for work restrictions. Determine if restrictions can be accommodated through DMO or if they should be determined through the RA process, consistent with DTMB work area practices.
- Review and respond to all FOIA requests, EEOC and CR claims. Work with DTMB FOIA coordinator to ensure all documentation and deadlines are met. Respond to EEOC and CR claims, meeting all deadlines.
- Provide guidance and assistance on UIA claims.
- Oversee and maintain training and recruitment efforts consistent with DTMB initiatives.
- Participate and attend Employee Resource Groups for DTMB.

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

Primary contact for all labor relations activities for DTMB Executive Office, State Budget Office, SIGMA, CEPI, and Office of the Child Advocate.

Individual tasks related to the duty:

- Provide guidance to all managers and employees related to labor relations issues.
- Assist managers with corrective actions, performance improvement plans or disciplinary action.
- Conduct investigations, participate in grievance conferences and reasonable accommodations.

Duty 4**General Summary:****Percentage:** 5

Perform other duties as assigned. Including but not limited to, backup for HR Class/Select Manager and DTMB HR Director as needed.

Individual tasks related to the duty:

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Duty 5**General Summary:****Percentage:****Individual tasks related to the duty:****16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Decisions related to labor relations processes consistent with DTMB practices. Determining next steps in investigations, disciplinary actions, and accommodation processes.

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

Any "out of the ordinary", sensitive or controversial matters would be brought to the attention of the HR Director.

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.

Hybrid - Standard office environment – limited physical effort. Travel to various work sites for meetings, investigations or related job duties.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Abdullah, Dashonna	HUMAN RESOURCES SPECIALIST		

Hicks, Oneita	HUMAN RESOURCES SPECIALIST		
Brewer, Marcie	HUMAN RESOURCES SPECIALIST		
Chapko, Katelyn	HUMAN RESOURCES TECHNICIAN		
Additional Subordinates			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> 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?

This position serves as the Manager of Labor Relations within the DTMB Office of Human Resources. The primary responsibilities include the oversight of all labor relations items, such as grievances, investigations, arbitrations/hearings, and reasonable accommodations for the Department of Technology, Management & Budget. Additional responsibilities include responding to FOIA, EEOC and Civil Rights claims. Attendance at labor/management meetings, bargaining and employee resource groups within DTMB. Will require in person office days and meetings as well as travel to other worksites for meetings, investigations or other related job duties.

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

New position

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

The function of the DTMB Office of Human Resources is to provide a full range of human resources and labor relations services for the Department of Technology, Management & Budget, the State Budget Office and its organizational units, and the Governor's Office with professional and prompt service in dealing with all of their human resource needs.

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 or equivalent.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of Civil Service rules and regulations, departmental human resource policies and procedures; tact; professionalism; strong customer service ethic; effective written and verbal communication; excellent interpersonal skills.

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