

## Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

**Position Code:** DPTLTCHEE52N

**Civil Service Class and Level:** DEPARTMENTAL TECHNICIAN-E

**Working Title (What the agency calls the position):** Classification, Selection, & Compensation Technician

**Name and Position Code Description of Direct Supervisor:** GEE-CRAM, LISA M; STATE ADMINISTRATIVE MANAGER-2

**Department/Agency:** STATE POLICE

**Bureau (Institution, Board, or Commission):** Office of the Director

**Division:** Human Resources Division

**Section:** Classification, Selection, & Compensation Section

**Unit:**

**Work Location (City and Address)/Hours of Work:** 7150 Harris Drive, Dimondale, MI 48821 / Monday-Friday, 8 a.m. – 5 p.m.

**General Summary of Function/Purpose of Position:** This position provides Classification, Selection, and Compensation support for the Michigan State Police (MSP) in a technical capacity. Specifically, the position is responsible for coordinating and tracking the scheduling and results of background checks, fingerprinting checks, and drug screens for the agency's pre-employment and internal classification movement. This position also performs various audits and process improvement implementations, per the Civil Service Rules and Regulations and MSP policies. Additionally, this position assists the section with processing payroll and SIGMA transactions. This position must function in a bias free manner.

**Assigned duties and tasks for each duty.**

**Duty 1:** Classification and Selection liaison technical activities.

- Educates and guides managers through the post selection process: name-based background check, fingerprinting, drug screening, and conditional offer, when appropriate.
- Applies Civil Service rules, regulations, and job specifications to resolve any issues that arise.
- Serve as primary liaison between the MSP and Office of State Employer for the online drug screening platform.
- Coordinates between hiring managers and respective divisions to schedule online drug screens, background checks, and fingerprint checks.
- Reviews and evaluates results from pre-screening conditional criteria to ensure compliance with department policy and the Civil Service Rules and Regulations to determine employment eligibility.
- Provides direction and training to administrative personnel and hiring managers related to hiring applications/entries required within the NEOGOV system, educates personnel of the attachments necessary, and appropriate entry for an array of transactions.
- Serves as the point of contact for status updates and information relating to selected applicants required pre-employment checks.
- Oversees the background checks, fingerprinting checks, and drug screen results; initiates final approval and offer of employment.
- Drafts conditional offer letters and extends conditional offers to prospective employees.
- Assists Classification and Selection staff in the closing of selection processes, including reviewing the exam plan to ensure required information is attached per Civil Service Commission Rules and Regulations.
- Proposes revisions in procedures and processes to streamline efforts; as needed, designs new forms and/or written standard operating procedures.
- Proposes process changes when relative language is modified within Collective Bargaining Agreements and/or Civil Service Commission Rules and Regulations into processes as needed, if approved by management.
- Analyzes new and/or modified internal personnel management procedures, practices, and information systems and recommend modifications; implement any approved modifications.
- Processes NEOGOV personnel action forms for Troopers and State Properties Security Officers.
- Develops and maintains a system for agency vacancies for tracking and coordinating the pre-employment process and effective date of new hires.
- Utilizes the position inventory report as a guide when entering actions into NEOGOV.
- Attends Office of Classification, Selection, and Compensation meetings pertaining to drug and alcohol procedures; serve as liaison between agencies to implement new and/or modifications to selections processes.
- Provides training and guidance to staff in alternative areas of HR, when needed.
- Calculates pay rates and provides guidance to managers and prospective employees based on the Civil Service compensation schedule.
- Tracks pay negotiations and/or justifications based off the Civil Service Commission Rules and Regulations.
- Conducts quarterly audits of the position inventory report. Works with management to correct discrepancies.
- Notifies Classifications and Selection staff when/if required documentation is required to be attached to the exam plan.
- Completes MSP internal organizational charts pertaining to employee movement.
- Conducts yearly audit of student assistant's educational enrollment.
- Conducts monthly audit of student assistant's hours worked.
- Completes recall reports and attaches the report to the appropriate exam plan.
- Maintains good relations with other divisions, bureaus, state agencies, general public and customers served.
- Ensures confidentiality throughout the selections process.

**Duty 2:** Assist Compensation Unit with timekeeping and payroll processing in SIGMA while ensuring contractual, classification, and leave policies are adhered to across multiple worksites.

- Responsible for completion of payroll in SIGMA for MSP employees on a bi-weekly basis. Audit and certify payroll for release.
- Ensures all supporting documentation is submitted and that all documentation and requests meet Civil Service Rules and Regulations, as well as any applicable collective bargaining unit agreement(s).
- Processes time and attendance adjustments in SIGMA, ensuring all necessary supporting documentation is obtained prior to entry.
- Updates employee schedules in SIGMA default work schedules.
- Researches and evaluate contract language to provide employees and supervisors with payroll policy and/or contract changes.
- Maintains a filing system for all payroll and required documentation.
- Reviews time for employees on FMLA or other approved leave. Review and evaluate MSP DMU leave reports and/or consult extensively with the MSP Disabilities Management Unit (DMU) employees, and managers to ensure applicable laws, civil service rules and bargaining contract provisions are adhered to when recording the time and leave credits.
- Notifies MSP DMU if employee is off work for more than 5 days and has not submitted a leave request.

**Duty 3:** Other duties as assigned.

- Reviews mailbox for written endorsements when required on job postings to attach to applications in a timely manner.
- Gathers relevant information and drafts responses to agency questions and concerns.
- Creates and maintains up-to-date Standard Operating Procedures.
- Provides Position Descriptions to work areas upon request.
- Creates NEOGOV reports.
- Composes and sends welcome letters to new employees.
- Provides interview scores to applicants upon request.
- Assists hiring managers when selecting competencies and interview questions compared to the classification group.
- Assists employees with badge renewals, as needed.
- Attaches Written Endorsements (PD-035) to applications.
- Assists in the closing of Content Manager personnel files.
- Assists changing employee names in Content Manager, as needed.
- Special projects, as assigned.
- Other duties as needed.

**Types of decisions made independently and whom or what those decisions affect:** Independent decisions are made daily relating to processes and procedures. This position is expected to independently move forward when applicants are determined to be “cleared” relating to their pre-screening. This position independently will review, and archive completed selections once filled and all respective requisitions once the action has been processed.

**Types of decisions that require the supervisor's review:** When interpretation of Official Orders or respective union contract language is in question and when a process change should be considered/implemented.

**Physical effort used to perform this job and environmental conditions of this position:** Generally, involves office working environment.

**Names and classes and levels of employees whom this position immediately supervises:**

**The essential functions of this position:** This position provides Classification, Selection, and Compensation support for the Michigan State Police (MSP) in a technical capacity. Specifically, the position is responsible for coordinating and tracking the scheduling and results of background checks, fingerprinting checks, and drug screens for the agency's pre-employment and internal classification movement. This position also performs various audits and process improvement implementations, per the Civil Service Rules and Regulations.

**The function of the position's work area and how it fits into that function:** The work area focuses on Human Resources functions. This position will coordinate paperwork and the maintenance of the classification and selection system to streamline the process for the agency. Additionally, this position will assist with the general timekeeping in SIGMA.

**Minimum education, experience, and credentials typically needed to perform the position's essential functions:**

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Departmental Technician 7**

One year of experience performing administrative support activities equivalent to the 7-level in state service.

**Departmental Technician 8**

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

**Departmental Technician E9**

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

**Alternate Education and Experience**

**Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

**Departmental Technician 8**

Possession of a Bachelor's degree may be substituted for the experience requirement.

**Departmental Technician E9**

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

In the accomplishment of the tasks assigned to this position, the occupant must, at all times, maintain the confidentiality of the highly sensitive work area. Must possess excellent organization skills and communication skills (both written and verbal).

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.