

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

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| Position Code 1. DEPTALTA |
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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.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency MDHHS-DPT OF HUMAN SVC CNTL OF |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| 4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A | 10. Division Business Service Center 3 |
| 5. Working Title (What the agency calls the position) Senior Business Center HR Liaison | 11. Section |
| 6. Name and Position Code Description of Direct Supervisor MARTIN, DANIELLE; STATE BUREAU ADMINISTRATOR 18 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor BEURER, TERRENCE M; SENIOR DEPUTY DIRECTOR 20 | 13. Work Location (City and Address)/Hours of Work BERRIEN COUNTY/ 8-5 |

14. General Summary of Function/Purpose of Position

Position is designated as the Business Service Center (BSC) Resource Liaison for the BSC Director, County Directors, and Office of Human Resources. The senior analyst has the primary responsibility for county offices in one of the BSC and serves as a back-up. Provides technical assistance and advice to the BSC Director, County Directors, CSA, FOA and Bureau of Budget, and staff. Provide research and analysis, identify needs and barriers, provide strategies, and make recommendations. Clarify DHS, Civil Service Rules and Regulations, policy, and procedures.

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: 40

Provide supportive services to BSC management, County Directors, Bureau of Budget and staff.

Individual tasks related to the duty:

- Assist in the development of annual plan goals and objectives for all areas of assigned responsibilities.
- Liaison to BSC Director, County Directors, and Bureau of Budget
- Coordinate and assist in the development of written guidelines, policies, and procedures.
- Interpret, prepare, and provide management with analytical and statistical data evaluations using research, reports, graphs, charts, and spreadsheets.
- Analyze, evaluate, recommend, and implement strategies to resolve personnel issues as they are identified.
- Analyze, evaluate, and advise BSC Director of the performance of ongoing protocols and procedures.
- Represent management and DHHS through contacts with outside agencies, by serving on task force and work groups.
- Develop, prepare, and maintain computer database reports. Organize and research data, build and maintain logs, spreadsheets, charts, and graphs that provide comprehensive analysis.
- Develop corrective action plans for ineffective policy/procedures.
- Monitor reports for accuracy for assigned area, verifying proper accounting structure, identifying errors, and making corrections.
- Facilitate the scheduling of worker training, maintaining training records.
- Facilitate onboarding process to ensure employee(s) have proper and sufficient equipment to conduct their employment objective. This includes technology and security documents.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 30

Assist/advise/consult BSC Director, County Directors, Bureau of Budget, and Human Resources in personnel activities such as, planning, classifications, needs assessment, recruitment and staffing plans, as well as preparation and submission of personnel materials. Provide customer service to our internal customers, private sector and the general public

Individual tasks related to the duty:

- BSC Liaison to BSC Director, County Directors, Bureau of Budget, and staff to advise and consult regarding personnel issues, activities, problem resolution, development of corrective action plans, goals, and identification of county needs.
- Evaluate classification needs, develop position descriptions, and work with OHR staff to prepare documentation for classification and reclassification actions
- Evaluate requests to establish and fill positions; determine whether any approvals are required
- Utilize NEOGOV to develop, transmit, and monitor exception approvals for classification and selection actions
- Facilitate and implement application of bargaining unit and Civil Service requirements in selections processes
- Negotiate and facilitate selection screening processes; review and approve drafts of postings for vacant positions
- Conducts background checks, reviews, and recommends approval of selections processes; facilitates resolution of selections problems and identification of preferred candidates
- Develop and submit materials to maintain accurate HRMN records (e.g.: supervisor code changes, recoding, etc.)
- Draft competency-based selection processes and work with OHR representatives to resolve issues and obtain approval
- Participate on interview panels, conduct reference checks, background checks, and develop preferred candidate materials
- Coordinate and assist in the development of written guidelines, policies, and procedures.
- Monitor and evaluate goals and objectives.
- Maintain files, prepare reports.
- Keep abreast of Civil Service rules and regulations in areas of human resources.
- Attend meetings, work groups.

Duty 3

General Summary:

Percentage: 15

Staffing allocations development and monitoring and research

Individual tasks related to the duty:

- Coordinate the development and issuing of the field resource allocations for assigned areas.
- Review, monitor, analyze staffing patterns and levels, develop reports bi-weekly for submission.
- Participate in the monitoring of staff overtime, on-call reports, and special pay incentives.
- Respond to routine inquiries, concerning the policies, procedures, personnel, internal organization, and services provided through BSC operations.

- Respond to inquiries both verbal and written
- Recommend policy and procedures revisions.

Duty 4

General Summary:

Percentage: 10

Role in workman's comp, LOA's, resolution of transactions/T&A issues, etc.

Individual tasks related to the duty:

Duty 5

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Represent management and assigned work areas on assigned committee
- Participate in evaluating efficiency of operations and development of recommendations of changes to policies and procedures to improve efficiencies
- Train new on-site coordinators in fulfilling their role in HR processes and procedures

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

Independent decisions are made daily in prioritizing and scheduling work. Determine the proper use of protocol and the necessary tasks that must be completed in support of activities and responsibilities. Determine appropriate information to release to the general public, staff, management, etc. Determine appropriate areas of study and training.

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

Decisions whose impacts reach beyond the BSC, County or set a precedent.

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.

Normal physical effort. Position requires the ability to work independently, prioritize and manage multiple critical tasks.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |

N

N

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?

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

n/a

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

The Business Service Centers perform a variety of administrative services such as accounting, contracting, and personnel services to a variety of DHHS county offices. This position will serve as the senior analyst/liaison that provides technical professional level support to evaluate and implement human resource, allocations, and onboarding activity.

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, human resource management is preferred

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

SPR: At least one year of facilitating human resource activities that may include: applicant screening, employment recruitment, employment interviewing, assisting in the development of position descriptions, or applying collective bargaining agreement hiring requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of administrative management techniques and principles. Ability to plan directs and coordinates activities. Ability to plan and direct complex work tasks; excellent verbal and written communication skills and ability to utilize standard computer applications including Word and Excel. Ability to develop data bases and track and analyze data.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

none

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