

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

Position Code 1. DEPTALTE082Y

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 GAMING CONTROL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Gaming Control Board
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Executive
5. Working Title (What the agency calls the position) Human Resources Liaison	11. Section Human Resources
6. Name and Position Code Description of Direct Supervisor TOMPKINS, JASMINE M; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WILLIAMS, HENRY L; EXEC DIR MI GAMING CNTRL BOARD	13. Work Location (City and Address)/Hours of Work 3062 W GRAND BLVD; DETROIT, MI 48202 / Monday-Friday, 8:00 am - 5:00 pm
14. General Summary of Function/Purpose of Position This position serves as the Human Resources Liaison for the Michigan Gaming Control Board (MGCB) evaluating hiring materials, consulting with and providing advice to MGCB Executives, managers and employees regarding human resources issues. This position performs research and analysis regarding human resource topics and issues, including staffing, program planning, employment background and reference checks, training, development initiatives, and policy development and implementation. This position administers and facilitates the Agency Overview, develops and maintains various agency information and performs special projects as needed.	

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: 70

Serves as the agency Human Resources liaison concerning classification and selection, compensation and hiring of MGCB employees. Conducts pre-employment background and reference checks in accordance with the Michigan Gaming Control and Revenue Act, as amended, agency policies and Civil Service Rules.

Individual tasks related to the duty:

- Evaluates all hiring materials to ensure compliance with established procedures and consults with managers to ensure equal employment opportunities. Resolves any problems to ensure fair, unbiased treatment of all candidates through the hiring process.
- Develops and/or assists in developing screening criteria, selection criteria, and interview questions.
- Researches, analyzes, and makes recommendations regarding human resources issues as requested.
- Researches and responds to information and statistical requests from other jurisdictions relating to personnel practices, salary information and specific job duties and responsibilities.
- Analyzes on-going hiring process operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Provides consultation and information to MGCB executives, managers, and employees regarding human resource issues.
- Interprets and ensures all rules, regulations, policies, and union contracts are adhered to throughout the hiring/reallocation process.
- Evaluates and ensures employment interest letters comply with Civil Service and union requirements.
- Proposes, develops, and prepares policies, procedures, operation manuals, supporting materials and other documentation.
- Administers and processes background investigations. with selected applicants for the completion of required pre-employment documents and schedules fingerprinting and performs follow-up when necessary.
- Conducts review of Criminal History Records Internet Subscription Services (CHRISS) to obtain fingerprint results.
- Recommends panel members for interview panels and participates as a member of interview panels as requested.
- Consults and coordinates with management regarding interview guides and makes recommendations regarding competencies and related questions.
- Facilitates interview scheduling including dates, times and location, and compiles interview packets.
- Coordinates with MCSC HR staff, deputy directors, executive office regarding start dates, pay rates and other pre-employment matters.
- Monitors unemployment requests associated with MGCB through the MGCB MIWAM account.
- Maintains and updates NEOGOV MGCB Onboarding portal.

Duty 2

General Summary:

Percentage: 15

Serves as primary facilitator for the Agency Overview for newly hired staff as well as continuous spreadsheets for various employee activities.

Individual tasks related to the duty:

- Establishes, administers and evaluates the Agency Overview, develops program plans, recommends program policies and procedures, and designs forms.
- Designs and conducts surveys to determine needs and to assist in planning, implementing, and evaluating the Agency Overview; consolidates data and prepares reports.
- Develops, monitors and maintains agency wide employee schedule spreadsheet and updates when adjusted work schedules change.
- Develops and maintains agency call-tree information.
- Develops, monitors and maintains required SOM training records and elective training for MGCB employees and monitors training progress.
- Responsible for all new and renewal of current overtime exemption requests.
- Responsible for maintaining employee veteran information and renew annually MGCB's Veteran's Preferred Status certification.
- Annually collects, monitors, compiles and maintains all employee disclosure of interest forms.

Duty 3

General Summary:

Percentage: 15

Performs all other duties as needed to contribute to the overall operation of the Michigan Gaming Control Board, including conducting special projects and developing reports as requested by the HR director, managers, deputy directors and executive director.

Individual tasks related to the duty:

- Evaluates current policies and procedures and recommend revisions, elimination, modification, or adoption of new policy and/procedure.
- Responds to questions from the public regarding employment opportunities with the Board and terms and conditions of state employment and provides requested information and forms.
- Participates in staff meetings.
- Attends Human Resources seminars.
- Plans and facilitates meetings.
- Performs research, analysis and makes recommendations for improved safety and efficiency and ensure compliance with established policies and procedures.
- Assists with training and investigations as needed.
- Serves as backup for MGCB's Training Coordinator for the Detroit area staff.
- Serves as backup timekeeper as necessary.
- Serves on agency committees.

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

Daily decisions are made independently and in accordance with Civil Service rules and regulations, collective bargaining agreements and agency policies and procedures. Some latitude on procedures is allowed as long as actions do not conflict with Civil Service rules and regulations, collective bargaining agreements and agency policies and procedures. Position serves as human resource liaison for the hiring/selection of new employees, and applicants, employees, managers, and other personnel are affected by these decisions.

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

Decisions where goals and/or objectives require establishing new or interpretation, especially with policies, procedures, administrative rules or laws and decisions affecting MGCB budget or expenditures of funds, extremely sensitive, significant or have a direct impact on operations, jeopardy to the public trust of gambling within the state of Michigan or the mission of MGCB.

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.

Work is performed normally in an office setting, requiring sitting, working at a computer and lifting less than 25 lbs. Travel to the Board's Lansing/Detroit offices, on Board business or Board offices within Detroit-based casinos where there is a high concentration of tobacco smoke and noise is present, to perform job duties. The position may require hours outside of normal business hours and overnight stays. This position requires in-office hours to provide in-person assistance for staff and vendors. All employees share a responsibility for workplace safety including identifying potential hazards, reporting them, and ensuring they actively participate in all required training.

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	Approve leave requests.		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?

The position is properly described in the preceding pages.

23. What are the essential functions of this position?

This position serves as the Human Resources Liaison for the Michigan Gaming Control Board (MGCB) evaluating hiring materials, consulting with and providing advice to MGCB Executives, managers and employees regarding human resources issues. This position performs research and analysis regarding human resource topics and issues, including staffing, program planning, employment background and reference checks, training, development initiatives, and policy development and implementation. This position administers and facilitates the Agency Overview, develops and maintains various agency information and performs special projects as needed.

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

Position establishment.

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

The Michigan Gaming Control Board licenses, regulates, and enforces non-tribal casino gambling, internet gaming, retail and online sports betting, fantasy contests, oversees tribal gaming and licenses and regulates pari-mutuel horse racing and millionaire party charitable gaming events in the State of Michigan ensuring the integrity, fair and responsible gaming within the state of Michigan.

The Human Resources office is responsible for ensuring equal employment opportunities within MGCB and other operational needs of the agency. HR is also responsible for the delivery of information provided by the Office of the State Employer the Civil Service Commission (CSC). The office maintains and updates internal policies and procedures, gathers information for the agency's annual report, and tracks agency progress on strategic planning goals and other state government-wide initiatives that are applicable with HR processes.

This position serves as the Human Resources Liaison and resource to MGCB executives, management, and employees regarding human resources issues and performs pre-employment backgrounds on all employees hired by the agency, facilitates the agency overview, supports agency training, and performs other duties as assigned.

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:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state

service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of research and analysis.
- Knowledge of state government organization and structure, functions and occupations, Michigan Civil Service rules, regulations, forms and procedures.
- Knowledge of the legislative process and governmental organization.
- Ability to maintain records and prepare reports and correspondence related to work.
- Ability to complete projects independently.
- Ability to interpret and apply laws, rules, and regulations.
- Ability to establish program or service procedures, policies, or guidelines and to relate to these objectives.
- Ability to communicate effectively with others and to maintain positive public relations.

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