

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> CIVIL SERVICE COMMISSION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> HUMAN RESOURCE OPERATIONS
<b>4. Civil Service Position Code Description</b> Human Resources Analyst-A	<b>10. Division</b> DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
<b>5. Working Title (What the agency calls the position)</b> HUMAN RESOURCES ANALYST	<b>11. Section</b> OFFICE OF HUMAN RESOURCES
<b>6. Name and Position Code Description of Direct Supervisor</b> ROUSE, NOELLE; STATE OFFICE ADMINISTRATOR	<b>12. Unit</b> GRAND RAPIDS HOME FOR VETERANS
<b>7. Name and Position Code Description of Second Level Supervisor</b> PATTERSON, JONATHAN C; SENIOR CHIEF DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 3423 N. MLK JR. BLVD, LANSING 48906 / MONDAY - FRIDAY, 7:45 AM TO 4:30 PM
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position functions as an HR Generalist in the state Human Resources Office serving the Department of Military and Veterans Affairs (DMVA). The position performs a full range of professional human resource assignments ensuring all actions comply with state and federal rules and regulations and applicable bargaining agreements. The position is the HR point of contact for assigned work areas on all professional HR activities which includes labor relations, compensation, performance management. The position functions as the recognized resource for the DMVA for the MSEA collective bargaining agreement. The position is also the recognized resource for Content Manager for the DMVA.</p>	

**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**

Labor Relations Activities.

**Individual tasks related to the duty:**

- Recognized resource for DMVA for primary and secondary MSEA collective bargaining agreements.
- Interpret MSEA primary and secondary contract language for DMVA managers/supervisors and staff.
- Recommend changes to MSEA primary and secondary agreements to support DMVA operations.
- Serve on MSEA primary bargaining team for the Employer representing the DMVA, as necessary.
- Lead MSEA secondary negotiations and employer bargaining teams for the DMVA.
- Primary point of contact and recognized resource for all labor relations activities for assigned work areas in the DMVA.
- Participate in department and agency labor/management meetings as member of management team.
- Determination of disciplinary action.
- Facilitate disciplinary conferences for assigned work areas.
- Grievance administration. Attends grievance conferences and assist with drafting appointing authority response to grievances.
- Preparation and presentation of employer's case in arbitration.
- Investigate and respond to EEOC and Civil Rights complaints for assigned work areas

**Duty 2**

**General Summary:**

**Percentage: 35**

Classification Activities

**Individual tasks related to the duty:**

- Primary point of contact and recognized resource for all classification activities for assigned work areas in the DMVA.
- Develop and/or review position descriptions for proper classification.
- Review and process requests for reclassification actions using application of MCSC Rules and Regulations.
- Write and/or review senior standards for assigned work areas.
- Identify subclass codes for positions.
- Develop and/or review approval of selective position requirements for assigned work areas.
- Arrange and assist Civil Service with position reviews / desk audits.
- Submit/approve CS-129 requests to establish or reclassify positions.
- Monitor and determine appropriate reporting relationships and complete recoding requests, as necessary.
- Review and respond to technical decisions rendered by the Civil Service Commission.
- Prepare and submit the Appointing Authority's position for assigned work areas (e.g., Technical Complaint, Rule 4-2A position review requests, etc.).

**Duty 3**

**General Summary:**

**Percentage: 20**

Recruitment and Selection Activities

**Individual tasks related to the duty:**

- The primary point of contact and recognized resource for all selection/recruitment for assigned work areas.
- Post vacancies using the NEOGOV Vacancy Posting System.
- Advise managers and supervisors regarding selection rules and regulations.
- Assist managers and supervisors in preparation of screening and selection criteria and interview questions.
- Evaluate candidate credentials to ensure eligibility for competing in the selection process.
- Screen resumes to narrow the applicant pool for manager/supervisor.
- Schedule interviews, as needed.
- Send correspondence to interviewed and/or selected candidate(s).
- Serve as a member of selection interview panels for assigned work areas.
- Ensure department is in compliance with CS Rule 1-7 (drug testing of new hires) and bargaining unit contract provisions.

- Coordinate credential reviews and reference checks for selected applicants and approve all appointments (promotions, transfers, moves).

**Duty 4**

**General Summary:**

**Percentage: 5**

Other Duties as assigned.

**Individual tasks related to the duty:**

- Serve as the recognized resource for Content Manager for the DMVA HR office. Lead the project to maximize utilization of program functionality and reporting.
- Create reports for assigned work areas, as needed.
- Review HR transactions for accuracy.
- Monitor bi-weekly ICE reports.
- Serve on various agency committees or projects.
- Review recommendations for accelerated step increases for internal equity.
- Other duties as assigned.

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

Decisions relating to labor relations, selection, recruitment, and classification activities, personnel and payroll transactions processing, employee benefits issues for assigned work sites. Decisions made affect all DMVA employees and managers.

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

Decisions which are highly sensitive in nature or impact the overall human resources operation. Decisions which are beyond the authority delegated to this position.

**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.**

Typical office environment.

**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.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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?

N/A - management developed PD.

23. What are the essential functions of this position?

This position functions as an HR generalist for the Department of Military and Veterans Affairs (DMVA) for assigned work sites. The position performs a full range of professional human resource assignments ensuring all actions comply with state and federal rules, MCSC rules and regulations, and applicable bargaining agreements. The position is the HR point of contact and recognized resource for assigned work areas on all professional HR activities which includes labor relations, compensation, performance management. The position functions as the recognized resource for the DMVA for the MSEA collective bargaining agreement. The position is also the recognized resource for Content Manager for the DMVA.

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

As the incumbent has become more experienced, the position has evolved into the recognized resource for the DMVA for the MSEA collective bargaining agreement, and the recognized resource for Content Manager for the office.

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

The HR office provides human resources support to managers, supervisors, and employees in the DMVA. This position functions as an HR generalist for the Department of Military and Veterans Affairs (DMVA) for assigned work sites. The position performs a full range of professional human resource assignments ensuring all actions comply with state and federal rules and regulations, MCSC rules and regulations, and applicable bargaining agreements. The position is the HR point of contact and recognized resource for assigned work areas on all HR related matters which includes labor relations, compensation, performance management. The position functions as the recognized resource for the DMVA for the MSEA collective bargaining agreement. The position is also the recognized resource for Content Manager for the office.

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 12**

Three years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst P11.

**Alternate Education and Experience**

**Human Resources 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 human resources management. Knowledge of state government organization and structure, functions, and occupations. Knowledge of interviewing techniques. Knowledge of the methods employed to collect, analyze, and interpret data. Knowledge of employment practices and related laws, rules, and standards, including applicable equal employment opportunity, civil rights, and other related laws and practices. Knowledge of Michigan Civil Service Commission rules, regulations, forms, and procedures. Knowledge of employee rights, benefits, and obligations. Knowledge of labor relations, grievance, and appeals procedures. Knowledge of human resources transactions and records. Knowledge of human resources budgeting procedures. Ability to interpret and apply laws, rules, and regulations. Ability to collect, analyze, and interpret data. Ability to complete projects independently. Ability to provide guidance and train others in the work. Ability to maintain records, and prepare reports, and correspondence related to the work. Ability to communicate effectively with others. Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

