

## 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 RESOURCE ANALYST SPECIALIST 13	<b>10. Division</b> DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
<b>5. Working Title (What the agency calls the position)</b> HUMAN RESOURCES ANALYST 13 - HR Generalist	<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>
<b>7. Name and Position Code Description of Second Level Supervisor</b> PATTERSON, JONATHAN; SENIOR 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

**14. General Summary of Function/Purpose of Position**

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 staff specialist for the DMVA for the MSEA collective bargaining agreement. The position is also the staff specialist for Content Manager for the DMVA.

**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:**

- Staff specialist 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 staff specialist for all labor relations activities for assigned work areas in the DMVA.
- Participate and lead in department and agency labor/management meetings as member of management team.
- Determine appropriate levels of disciplinary action in coordination with DMVA leadership.
- Facilitate disciplinary conferences for assigned work areas.
- Conduct all investigations related to employee misconduct for assigned work areas.
- Provides consultation to managers/supervisors on labor relations issues 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.
- Create new and propose changes to existing office SOPs for labor relations activities.
- Create new and propose changes to existing manager/supervisor labor relations training materials, as needed.

**Duty 2**

**General Summary:**

**Percentage: 35**

**Classification Activities**

**Individual tasks related to the duty:**

- Primary point of contact and staff specialist 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.).
- Create new and propose changes to existing manager/supervisor classification training materials, as needed.
- Create new and propose changes to existing office SOPs for classification activities.

**Duty 3**

**General Summary:**

**Percentage: 20**

**Recruitment and Selection Activities**

**Individual tasks related to the duty:**

- The primary point of contact and staff specialist 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 and send correspondence to interviewed and/or selected candidate(s).
- Serve as a member of selection interview panels for assigned work areas.
- Ensure department 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).
- Create new and propose changes to existing office SOPs for all recruitment/selection activities.
- Create new and propose changes to existing hiring manager training materials, as needed.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other Duties as assigned.

**Individual tasks related to the duty:**

- Serve as the staff specialist for Content Manager for the DMVA HR office. Lead the project to maximize utilization of program functionality and reporting.
- Lead process improvement projects for the office, as assigned.
- 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 staff specialist for assigned work areas on all professional HR activities which includes labor relations, compensation, performance management. The position functions as the staff specialist for the DMVA for the MSEA collective bargaining agreement. The position is also the staff specialist for Content Manager for the DMVA.

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

The position has evolved into the staff specialist for the DMVA for the MSEA collective bargaining agreement, and the recognized resource for Content Manager for the DMVA.

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 staff specialist for assigned work areas on all HR related matters which includes labor relations, compensation, performance management. The position functions as the staff specialist for the DMVA for the MSEA collective bargaining agreement. The position is also the staff specialist for Content Manager for the DMVA.

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 13**

Four years of professional experience equivalent to a Human Resources Analyst, including two years equivalent to a Human Resources Analyst P11 or one year equivalent to a Human Resources Analyst 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Civil Service Rules and Regulations, Collective Bargaining Agreements, Civil Service classification systems, and general HR practices. Ability to communicate effectively in writing and orally. Ability to use a computer and related software and databases. Some travel required to DMVA worksites

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License.

*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