

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

Position Code

1. BUREAADMC59N

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 CIVIL SERVICE COMMISSION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) HUMAN RESOURCE OPERATIONS
4. Civil Service Position Code Description STATE BUREAU ADMINISTRATOR	10. Division MICHIGAN DEPARTMENT OF CORRECTIONS
5. Working Title (What the agency calls the position) HUMAN RESOURCES DIRECTOR	11. Section OFFICE OF HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor ROUSE, NOELLE; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work 206 E MICHIGAN AVE; LANSING, MI 48933-1431 / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position functions as the administrator for the Human Resources Division and is responsible for the overall supervision of HR programs and issues related to classifications, selections, compensation, benefits, workers compensation, return to work, labor relations, drug and alcohol testing and Central Office personnel. This position also provides guidance to executive management and serves as a member of the Administrative Management Team.

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: 60

Responsible for the administration of the overall HR activities, including Labor Relations, Technical Services, Disability Management, Classification and Selection activities, and the department's Wellness Unit.

Individual tasks related to the duty:

- Ensure representation during the collective bargaining agreement negotiation process.
- Establish short/long term program goals and objectives, set priorities, determine and implement operating policies.
- Initiate, recommend, and/or implement program procedures/policies as a result of the mission of the Director, Deputy, Governor, Civil Service Commission rules, regulations, etc.
- Keep a breast of changes/updates to Civil Service rules/regulations, departmental policies; includes review and interpretation of; release to impacted and interested parties.
- Initiate, develop and implement 'best practices' within the Office and ensure consistency among the various facilities.
- Advise staff and other interested parties of sensitive, precedent-setting situations; participates in and develops resolution.
- Attend and participate in all levels of meetings.
- Work directly with OHR personnel on complex, sensitive issues that may impact the Department.
- Ensure that reductions in force and the employment preference process are processed pursuant to Civil Service Rules or the respective collective bargaining unit agreement.

Duty 2

General Summary:

Percentage: 20

Participate in strategic planning activities for DOC. Provide advice and counsel to members of the DOC Executive Team and agency management regarding human resources activities.

Individual tasks related to the duty:

- Provide guidance and counsel during major reorganizations and reductions in force.
- Serve as HR resource for agency administrators.
- Advise and make recommendations for policy/work rule changes as related to human resources matters.
- Serve as Appointing Authority for the Department; charged with the responsibility of maintaining a human resources program consistent with the merit system/principles of the Civil Service Commission.
- Keep abreast of (specific) program area issues and/or events relevant to DOC's goals and mission.
- Attend regular meetings and make presentations of human resources issues.

Duty 3

General Summary:

Percentage: 15

Responsible for the supervision of Human Resources personnel. Ensure all personnel services are provided to assigned employees.

Individual tasks related to the duty:

- Ensure staff training needs are addressed.
- Ensure that organizational planning, classification of positions, selection procedures, and coordination of compensation and employee benefits for staff are addressed.
- Responsible for approving staff time & attendance; conducting staff performance reviews; coaching, disciplinary actions when necessary.
- Plan, supervise and monitor the activities of staff; select and assign staff; determine staffing needs

Duty 4

General Summary:

Percentage: 5

Responsible for the oversight of the Drug and Alcohol Unit. Ensure compliance with Civil Service and OSE rules and regulations related to Drug and Alcohol testing procedures.

Individual tasks related to the duty:

- Ensure Department classifications are identified and updated for compliance.
- Monitor the random testing of the Drug and Alcohol Program.
- Ensure Drug and Alcohol staff are trained.
- Ensure rules and regulations are updated as needed.
- Provide updates to EPT, Administrative Management Team and wardens as needed.
- Ensure Department policies and procedures are updated as needed.

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

Decisions that are based on the rules and procedures of the Office of State Employer, Civil Service Rules, Attorney General, and collective bargaining units.

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

Those decisions which affect a change in existing rules, regulations, policies and procedures. Issues that have political or financial impact.

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.

Travel to all DOC personnel offices throughout the state. Standard 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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?

To plan, develop and implement personnel policies and programs for the Department of Corrections and to ensure that these policies are in compliance with Civil Service Commission Rules, Regulations and collective bargaining unit agreements.

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

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

The position provides overall administration of Human Resources for the Department of Corrections and has an internal reporting relationship to the MDOC Deputy Director, Budget and Operations Administration.

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:

State Bureau Administrator 18

Two years of professional managerial experience.

Alternate Education and Experience

State Bureau Administrator 18

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement supervisory experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the state's labor relations processes, EEO, classification, selection, payroll, and recruitment. Ability to plan, develop, and evaluate large HR programs. Ability to establish and maintain favorable public relations with government officials, employees, peers, executive leaders, and the public. Thorough knowledge of Civil Service rules, regulations, and merit system processes. Thorough knowledge of labor relations. Extensive knowledge of state government organization and functions. Ability to develop and present policies, procedures, work rules, reports, etc.

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