

1. Position Code
HUMRASTE

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Civil Service
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Human Resource Operations
4. Civil Service Classification of Position Human Resource Assistant	10. Division Michigan Department of Corrections
5. Working Title of Position (What the agency titles the position) Human Resource Assistant	11. Section Ionia Correctional Complex
6. Name and Classification of Direct Supervisor Tina Conran, Human Resource Manager 3	12. Unit Office of Human Resources
7. Name and Classification of Next Higher Level Supervisor Monique Dingeldey, State Administrative Manager - 1	13. Work Location (City and Address)/Hours of Work 1576 W. Bluewater Highway, Ionia, MI 48846 8:00 a.m. – 5:00 p.m. Monday - Friday

14. General Summary of Function/Purpose of Position
Performs a variety of human resource management support activities. The work involves providing technical guidance to employees and/or supervisors and the general public regarding recruitment, selection, classification issues, labor relations and payroll. Also involves the explanation, limited interpretation, and the application of Civil Service Commission Rules, labor contracts and departmental rules, policies, agreements, and procedures in the processing of human resource actions.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 25%

Biweekly payroll processing.

Individual tasks related to the duty.

- Responsible for completion of payroll in automated State Integrated Governmental Management Applications (SIGMA) for a specific case load of employees on a bi-weekly basis. Audit and certify payroll for release by Human Resources Technician or Human Resources Officer. Serve as back up for the other Human Resources Assistants/Technicians.
- Ensure all supporting documentation, i.e., leave slips, overtime slips, are submitted.
- Process time and attendance adjustments in SIGMA, ensuring all necessary supporting documentation is obtained prior to entry.
- Update employee schedules in automated Ultra time system and in SIGMA default work schedules.
- Responsible for overnight processing in Ultra time system.
- Assist in developing and providing training for supervisors and/or timekeepers in timekeeping process.
- Review draft procedures regarding time and attendance and provide input.
- Provide employees and supervisors with payroll policy and/or contract changes.
- Maintain a filing system for all payroll and required documentation.
- Independently provide SIGMA training to departmental staff regarding individual time entry, supervisor approval, timekeeper, auditor, and certifier roles.
- Provide employee training when deemed necessary.

Duty 2

General Summary of Duty 2

% of Time 25%

Audit, input, update, and/or retrieve information from Human Resource Management Network (HRMN) system, performing the most complex transactions.

Individual tasks related to the duty.

- Process all new hires, recalls, promotions, transfers, probationary ratings, separations, layoffs, and leaves of absence.
- Process all Gross Pay Adjustments, Net Pay Adjustments, Step Increases, Reclassifications, Working out of Class, and Manual Payments.
- Interprets and processes transactions for grievance settlements.
- Maintain all employee time accrual plans.
- Ensure all necessary documentation supporting all actions is obtained prior to entry into HRMN system.

Duty 3

General Summary of Duty 3

% of Time 20%

Assist in Recruitment, Selection Process, Layoff and Recall processes.

Individual tasks related to the duty.

- Provide employees, supervisors, and the general public with information regarding Civil Service examinations and testing procedures, Civil Service applications, and the hiring/promotion process.
- Maintain job specification and examination manuals.
- Post job vacancies through the NEOGOV system.
- Assists Hiring Manager with supplemental questions and screening criteria.
- Generate applicable transfer, interdepartmental transfer, recall, and Civil Service applicant pool reports.
- Send interview request letters and schedule interviews. Compile necessary documents for interview panel prior to scheduled interviews.
- Serve as interview panel member as required.
- Prepare Selection and Appointment Packets as required.
- Request Law Enforcement Inquiry Network (LEIN) information.
- Prepare fingerprint cards and schedule potential employees for fingerprinting process.
- Schedule pre-employment physicals.
- Ensure notification to non-selected candidates.
- Maintains Layoff and Recall names, updates employee options, and removes from lists.

Duty 4

General Summary of Duty 4

% of Time 10%

Responsible for providing assistance to the Disability Management Unit (DMU) in filing of workers' compensation and long-term disability claims

Individual tasks related to the duty.

- Responsible for administering the rules and regulations of Group Insurance Division as required. Advise of types of leaves per applicable bargaining unit, compensation manual, or Civil Service Rules and Regulations. Explain Workers' Compensation and the Workers' Compensation process to employees. Explain Long Term Disability (LTD) insurance. Process COBRA. Work one-on-one with employees providing directions for their individual needs.
- Prepare all necessary documents for employee on –the-job injuries and submit to Disability Management Unit.
- Schedule appointment at the Occupational Clinic for the on-the-job injuries.
- Works with Central Office Technical/Disability Unit to ensure employees are afforded rights under FMLA, accommodations, return to work, light duty, and worker's compensation issues and coordinates processing of same.

Duty 5

General Summary of Duty 5

% of Time 15%

Perform and/or assist in other human resources-related administrative support tasks.

Individual tasks related to the duty.

- Provide training and assistance to staff in the use of the HRMN self-serve system.
- Conduct New Employee Orientation for all staff other than newly hired Corrections Officers as required. Explain internal policies, procedures, Civil Service Rules, and employee handbook; review all required documents for completeness prior to computer entry.
- Establish and maintain employee personnel, medical, HIPAA, and transaction files. File documents in appropriate location.
- Review system-generated reports for implementation or audit purposes. Ensures all corrections are processed as needed.
- Perform typing duties incidental to the work such as typing cards, labels, folders, envelopes, forms and short memoranda and reports.
- Prepare unemployment claim requests, and Civil Service Audit requests, as required.
- Provide information as required to answer questions from employees and managers regarding personnel issues, policies and procedures, Civil Service Rules and Regulations, and collective bargaining agreements.
- Answer incoming phone calls and either assist the caller, route to appropriate staff, or take a message.
- Prepare outgoing correspondence.
- Compile statistics to ensure accurate year-end processing of MCO dry cleaning, sick leave, and physical fitness incentive bonuses as required.
- Complete and post MIOSHA log annually as required. Prepare special reports for Labor Department regarding MIOSHA log and agency accidents as required.
- Compile information for ACA files as required.
- Enter MCO transfer requests into TADS program as required.
- Assist in yearly TB processing and entry into TADS program as well as Respiratory Mask evaluations as required.
- Act as the contact person in the absence of the Human Resource Mgt Technician.
- Provides technical assistance and guidance to agency staff for more complex questions. Ability to independently troubleshoot by identifying issues/concerns, investigate and offer solutions.

Duty 6

General Summary of Duty 6

% of Time 5

Assist in Grievance and disciplinary process.

Individual tasks related to the duty.

- Process the necessary paperwork and HRMN transactions related to grievance settlements and disciplinary suspension.
- Assign grievance and disciplinary number.
- Log employee grievances and discipline numbers. Compile information upon request for supervisors and employees.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Assist with the appointments, reclassifications, and position action requests to determine if they are within Rules and Regulations of Civil Service and MDOC. Compute wages for hires and promotions in compliance with CS Rules and Regulations. Interpret CS Rules and Regulations, MDOC policies and Procedures, applicable bargaining unit contracts and the Compensation Manual for employees and supervisors using sound judgment and guidance.

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

Any decisions not covered during the learning process that would normally be independent for an advanced level employee. Any decisions that are not specifically related or assigned to the position duties that may require a higher level of approval for all advanced level employees. Questions on policy or procedure that deviate from past practice. When contract language is not specific and interpretation of Civil Service Rules and Regulations or Department Policies and Procedures requires further clarification. When an employee or supervisor disagrees with interpretation of contract language, Civil Service Rules and Regulations, Department Policies and Procedures.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Sitting 50% Standing 15%
Walking 10% Lifting 10%
Bending 5% Carrying 5%
Reaching 5%

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

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

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties of this position?

This position is responsible for human resources management support activities. The work involves application of Civil Service Commission Rules and Regulations, collective bargaining unit agreements, Departmental policies and procedures, Departmental human resources policies and procedures for processing human resources transactions and using automated human resource computer payroll and personnel systems to complete work. This position must accurately process payroll and transactions, clearly communicate both verbally and in writing, handle a high volume of telephone and walk-in inquiries from employees, supervisors, and the general public. The ability to comprehend and retain a wide range of technical information relating to the work area, to use computer and software programs as identified by the State of Michigan and the DOC, and the ability to multi-task is essential.

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 Human Resources Office is responsible for personnel operations for all union and non-union employees within the work area. Responsibilities include: processing payroll and designated HR transactions; in-service training; performance evaluations; recruitment, hiring, and orientation of new employees; processing employee grievances; providing guidance to staff at all levels on Civil Service rules, state and federal employment law, departmental policies, and labor contract provisions for all bargaining units; monitoring corrective action for discipline and performance problems; defending employment decisions in grievance appeals, arbitrations, lawsuits, unemployment hearings, civil rights complaints, worker's compensation appeals, and sexual harassment complaints. This position provides technical support primarily in the areas of payroll processing, and staffing.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

Human Resources Assistant 6 One year of administrative support experience.

Human Resources Assistant 7 Two years of administrative support experience, including one-year equivalent to the intermediate 6- level in state service.

Human Resources Assistant E8 Three years of administrative support experience, including one-year equivalent to the Human Resources Assistant 7 or Human Resources Customer Service Representative E8 in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:**CERTIFICATES, LICENSES, REGISTRATIONS:**

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date