

## 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> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Highways
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL TECHNICIAN-A	<b>10. Division</b> Metro Region
<b>5. Working Title (What the agency calls the position)</b> Departmental Technician – Personnel Technician	<b>11. Section</b> Executive
<b>6. Name and Position Code Description of Direct Supervisor</b> WALKER, MICHELE L; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Administrative Services Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> YUNG, GORETTE C; SENIOR MANAGEMENT EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 18101 W. Nine Mile Road, Southfield, MI / M-F 7:30 a.m. - 4:30 p.m. (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>	
<p>Recognized Resource for MDOT's Workforce Programs which includes the Internship Program, Transportation Diversity Recruitment Program (TDRP), Transportation Career Pathways Program (TCPP), Transportation and Civil Engineer Program (TRAC) and the Engineer Development Program (EDP). Duties include but are not limited to, serving as the main point of contact in the region for supervisors concerning questions of policy or procedure regarding the hiring and employment of workforce program participants, coordinating the interview process, and composing and reviewing recommendation memos.</p> <p>This position serves as a liaison between the region's Administrative Services Unit (ASU) and the Office of Human Resources (OHR). This position assists the Personnel Liaison and acts as a backup in the following duties such as, personnel transactions, training and compliance of MDOT policy/procedures and/or Civil Service rules/regulations for region employees. Assists the Personnel Liaison with providing guidance to supervisors and managers regarding personnel activities and procedural steps and handles confidential materials and interactions on a regular basis.</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: 50**

Recognized Resource for Workforce Programs

**Individual tasks related to the duty:**

- Serve as the main point of contact in the region for supervisors concerning questions of policy or procedure regarding the hiring and employment of workforce program participants.
- Coordinate the interview process with MDOT representatives and prepare and distribute interview materials.
- Compose and review recommendation memos and submit finalized version to OHR.
- Contact selected candidates, make offers of employment, arrange start dates, and coordinate/schedule post-offer/pre-employment drug testing and physicals (if applicable).
- Coordinate and facilitate new employee orientation.
- Assist with the effective onboarding of workforce program participants for the Metro Region.
- Maintain applicant log for the region.
- Work closely with the personnel liaison and serve as liaison for them with OHR regarding workforce program participants.
- Provide support to the workforce program coordinator for the region's participation and implementation of recruiting programs.
  
- Assist in conducting recruitment activities such as career fairs.
- Coordinate, track and report on the workforce program status regularly.

**Duty 2**

**General Summary:**

**Percentage: 35**

Assist the Metro Region Personnel Liaison and Administrative Manager.

**Individual tasks related to the duty:**

- Act as liaison between the Metro Region and OHR on employee's behalf.
- Coordinate, arrange, and maintain record and spreadsheet for CMV/CDL records for random drug screening.
- Monitor ongoing personnel activities to ensure all actions are taken for Metro's selection processes.
- Assist Personnel Liaison/Manager for the implementation and maintaining performance management compliance for the region which includes assisting with training, follow-ups, and timeline enforcements.
- Close out position requisition in NEOGOV (modules 13&15).
- Assist region management with Business Objects reports and analyzing/recommending changes.
- Aid managers/supervisors with review of documentation for filling positions.
- Coordinate and participate in the interview process which includes, scheduling interviews by coordinating panel members and conference room availability, preparing interview material for panel members including electronic and/or hard copy materials, and participating on interview panels for entry level and non-career positions.
- Compose and review recommendation memos to ensure completeness for submittal to OHR.
- Contact selected candidates, make offers of employment, arrange start dates, and coordinate/schedule post-offer/pre-employment drug testing and physicals (if applicable).
- Deliver welcome letters, new employee guidance documents and policies, and provide new employee orientation.
- Ensure all onboarding paperwork is completed and received by OHR. Follow up as appropriate.
- In a secure manner, provide confidential data and information (e.g., social security cards, driver's licenses, beneficiary information, etc.) to OHR.
- Formulate, submit and manage security and workflow roles for staff.
- Ensure new or promoted employees have a position description (through email or signed version).
- Serve as back-up to the Personnel Liaison ensuring timesheets are submitted, approved and certified by the define deadline.
- Run timekeeping reports to ensure timesheets are submitted and approved in an accurate and timely manner.
- Participate in timekeeper meetings and training sessions.
- Review and ensure supporting documentation for leave of absences, motor accident reports, overtime requests, departures, reassignment, reallocation, rating, etc. is complete and submitted to appropriate areas for timely processing.

- Track non-career employees' work hours to ensure compliance with Civil Service rules and regulations.
- Track student assistants on an annual and quarterly basis ensuring compliance with MDOT's student assistant guidelines and request step increases as appropriate.

**Duty 3**

**General Summary:**

**Percentage: 15**

Other duties as assigned.

**Individual tasks related to the duty:**

- Serves as Metro Region's coordinator for TRAC Bridge Competition for Metro Region, the Construction Science Expo and the employee engagement survey.
- Monitor annual recertification of the 3162s (Travel Log and Vehicle Assignment Verification); 0915 (Overtime); 936 (Alternate Work Schedule); 0039 (Ethical standards and Conduct Notification).
- Process region's yearly Michigan Occupational Safety and Health Administration (MIOSHA) 300 log (Accident/Injury/Illness) for the Safety and Security Administration and maintain the data for region office.
- Serve as back-up reviewing, disseminating or responding to customer calls through the answering service.

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

Determine most efficient or effective way to complete assignments or disseminate information. Whenever possible, identify, recommend and implement improvements in the area of responsibility. Handling of confidential information and work assignments.

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

Changes in work procedures and when technical assistance is required; new situations not dealt with before; when unsure of supervisor's viewpoint.

Clarification on policies, procedures, work rules, implementation of strategies, definition and clarification of management decisions or special assignments if unclear.

**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 duties associated with an office setting. Extensive use of a computer. May have to attend meetings which would require prolonged periods in a car. Be able to speak in front of people. Occasional bending, stooping, and reaching. Ability to transport up to 20 lbs. Position may require availability outside normal working hours based on operational needs.

**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. |

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?

Yes

23. What are the essential functions of this position?

Recognized Resource for MDOT's Workforce Programs which includes the Internship Program, TDRP, TCPP, TRAC and the EDP. Duties include but are not limited to, serving as the main point of contact in the region for supervisors concerning questions of policy or procedure regarding the hiring and employment of workforce program participants, coordinating the interview process, and composing and reviewing recommendation memos.

This position serves as a liaison between the region's ASU and OHR. This position assists the Personnel Liaison and acts as a backup in the following duties such as, personnel transactions, training and compliance of MDOT policy/procedures and/or Civil Service rules/regulations for region employees. Assists the Personnel Liaison with providing guidance to supervisors and managers regarding personnel activities and procedural steps and handles confidential materials and interactions on a regular basis.

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

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

The unit manages and services personnel, administrative, information technology and financial programs for the Metro Region. The Executive Section has the ultimate responsibility for administration in all matters pertaining to the region; its employees, garages, lab, and Transportation Service Centers located within Wayne, Oakland, Macomb counties. This position assists the Administrative Services Unit Manager, supports Metro Region workforce programs and supports the Metro Region Personnel Liaison as an additional point of contact on personnel matters and functions for the Metro Region.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Departmental Technician 10**

Two years of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Three years of experience as a technician or paraprofessional, including one year of experience equivalent to the experienced level in state service.

**Alternate Education and Experience**

**Departmental Technician 10**

Possession of a Bachelor's degree and one year of professional experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Applicable Civil Service and departmental rules, regulations, and policies related to human resources.
- Web page design and maintenance.
- MDOT budgetary coding structure and ability to apply as appropriate.

Ability to:

- Communicate effectively.
- Efficiently and effectively utilize computer applications, software, and report writing such as Word, Excel, PowerPoint, SIGMA Financial, OneNote, and Business Objects, as well as office equipment.
- Maintain correspondence related to the work.
- Present materials to large and small groups.
- Recommend procedures and problem resolutions.
- Establish and maintain effective relationships under varied conditions with department personnel and a variety of individuals at all levels of the organization.
- Facilitate and lead a team.
- Independently determine work priorities.
- Organize, schedule, and conduct training and information sessions.
- Recommend procedures and problem resolutions.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Possession of a valid driver's license is required.

*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.

none

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

ASHLEY PARSONS

10/31/2024

\_\_\_\_\_  
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