

## 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> Bridges and Structures
<b>4. Civil Service Position Code Description</b> Departmental Technician-E	<b>10. Division</b> Executive
<b>5. Working Title (What the agency calls the position)</b> Departmental Technician	<b>11. Section</b> Administration
<b>6. Name and Position Code Description of Direct Supervisor</b> CURTIS, REBECCA; SENIOR MANAGEMENT EXECUTIVE	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BRUNNER, GREGG D; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 6333 Lansing Road, Lansing MI 48917 / 7:30 a.m.-4:30 p.m. (or as approved by supervisor)
<b>14. General Summary of Function/Purpose of Position</b> This position assists the Bureau of Bridges (BOBS) Personnel Liaison by providing technical support to the assigned area managers and Office of Human Resources (OHR). Duties include assisting with onboarding new employees, providing guidance to supervisors and managers regarding personnel activities and procedural steps, scheduling interviews, reviewing documents for completeness and accuracy, filing and organizing documents, compiling personnel related data and preparing reports, and handling confidential materials and interactions on a regular basis. This position assists BOBS in Structures Community of Learning, including tracking and scheduling training; building/creating, reorganizing, and editing BOBS intranet/internet pages; and processing SIGMA payments specific to employees that must maintain their certifications.	

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: 30**

Provides technical support to the Personnel Liaison, assigned area managers, and OHR.

**Individual tasks related to the duty:**

- Coordinate interview processes with MDOT representatives 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 for new hires and submit to OHR for review.
- Contact selected candidates, make offers of employment based on OHR's guidance, arrange start dates and coordinate post-offer/preemployment drug testing/physicals.
- Compose welcome and promotion letters.
- Assist Personnel Liaison in the coordination and facilitation of the new employee orientation onboarding process. Maintain, organize, update, and enter personnel related data into organization charts, phones & e-mail lists, position inventory, as well as home unit coding and department coding spreadsheets.
- Prepare packets for new hires and schedule new employee orientation.
- Establish and maintain new hire checklists to assure all onboarding paperwork is completed by the new hire. Follow up as appropriate.
- Maintain, organize, update, and enter new hire data into bi-weekly reporting spreadsheet.
- In a secure manner, provide confidential data and information (e.g., social security cards, driver's licenses, beneficiary information, etc.) to OHR.
- Track position postings and ensure next step actions are taken for all BOBS selections processes.
- Work closely with the Personnel Liaison regarding all above duties.

**Duty 2**

**General Summary:**

**Percentage: 30**

Assist Personnel Liaison by reviewing and providing appropriate documentation for personnel transactions such as establishments, coordinating and implementing training, and compliance of MDOT policy/procedures and/or Civil Service rules/regulations for BOBS employees. Assist the Personnel Liaison with providing guidance to supervisors and managers regarding personnel activities, procedural steps and handling of confidential materials and interactions on a regular basis.

**Individual tasks related to the duty:**

- Act as a liaison between the OHR and assigned areas on the employee's behalf.
- Provide assistance to managers/supervisors with the review of documentation for filling positions.
- Assist the Personnel Liaison/manager with implementing and maintaining performance management compliance, which includes assisting with training, follow-ups, and timeline enforcements.
- Ensure all forms are completed fully and accurately consistent with OHR guidance and provide to OHR.
- 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.
- Ensure every new employee is provided their position description that is on file with OHR.
- Collect, sort, batch, alphabetize, code, and coordinate various personnel documents for filing, storage, and/or processing.

**Duty 3****General Summary:****Percentage: 30**

Serve as the training coordinator.

**Individual tasks related to the duty:**

- Schedule training to meet given deadlines such as CPR, First Aid and Structures Community of Learning (Structures COL) trainings.
- Track training taken and needed for all assigned area employees/supervisors.
- Training Coordinator – Inform staff of upcoming training opportunities and schedule employees for training using Single Sign On (SSO) online registration program.
- Contact Structures COL speakers, arrange presentation dates, and coordinate marketing of Structures COL events.
- Create and manage Structures COL calendar. Monitor internal and external training opportunities and add to calendar.
- Facilitate Structures COL events. Record and transcribe live presentations.
- Organize and label Structures COL material.
- Oversee COL SharePoint site. Incorporate user needs to make Structures COL material easy to access.
- Maintain Structures COL job aids.
- Track and report established metrics related to the Structures COL
- Assist in building/creating new web pages based on new policies, programs, and/or needs of the bureau.
- Keep current with new technology to maintain quality and integrity.
- Determine ongoing maintenance and upgrading process and relevancy of information.

**Duty 4****General Summary:****Percentage: 5**

SIGMA timekeeping backup support and report running.

**Individual tasks related to the duty:**

- Assist with ensuring proper security levels are requested and received through SIGMA
- Run timekeeping reports to ensure timesheets are submitted and approved in an accurate and timely manner.
- Coordinate with timekeepers on general inquiries such as access, leave usage, etc. following OHR guidance and Civil Service rules and regulations.
- Troubleshoot complex challenges with Personnel Liaison and SIGMA helpdesk on issues and access requests.
- Participate in timekeeper meetings and trainings.

**Duty 5****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- 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.**

Determine priorities. Handling of confidential information and work assignments. Determine most efficient or effective way to complete assignments or disseminate information. Handling work assignments requiring immediate action during supervisor's absence. Whenever possible, identify, recommend and implement improvements in the area of responsibility.

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

Changes in work procedures; determination of work priorities when many issues arise that require immediate attention. When any aspect of work is not clear. If a situation arises which is new or controversial. When unsure of supervisor's viewpoint.

**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.**

Work involves working with specific deadlines and operating a computer for long periods of time. Must have the ability to prioritize work and speak in front of people. Position may require travel to attend meetings and/or meet with MDOT employees which requires possession of a valid driver's license. Work involves duties associated with working in a office environment including operating office equipment. 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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | 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?**

This position assists the Bureau of Bridges (BOBS) Personnel Liaison by providing technical support to the assigned area managers and Office of Human Resources (OHR). Duties include assisting with onboarding new employees, providing guidance to supervisors and managers regarding personnel activities and procedural steps, scheduling interviews, reviewing documents for completeness and accuracy, filing and organizing documents, compiling personnel related data and preparing reports, and handling confidential materials and interactions on a regular basis. This position assists BOBS in Structures Community of Learning, including tracking and scheduling training; building/creating, reorganizing, and editing BOBS intranet/internet pages; and processing SIGMA payments specific to employees that must maintain their certifications.

**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 unit manages and services personnel, administrative, and financial issues for the BOBS. The executive division has the ultimate responsibility for administration in all matters pertaining to the Bureau, including all facets of operation of Bridge and Structure development functions, specifically Bridge Development, Bridge Management and Load Rating, Structural Fabrications and Experimental Studies, Bridge Repair and Region Support, Geotechnical Services, Blue Water Bridge Administration, and engineering coordination with the Mackinac and International Bridges and coordination with the Deputy Director for the Bureau of Bridges and Structures and the Director. This position will assist with building/creating, reorganizing and editing bureau intranet/internet pages; and support the personnel liaison and bureau director in creating and running confidential reports using Business Objects (Position Inventory, Performance Management, etc.). Coordination of forms and guidance documents for the bureau and training coordinator for the Bureau of Bridges and Structures.

**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 7**

One year of experience performing administrative support activities equivalent to the 7-level in state service.

**Departmental Technician 8**

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

**Departmental Technician E9**

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

OR

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

OR

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

**Alternate Education and Experience**

**Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

**Departmental Technician 8**

Possession of a Bachelor's degree may be substituted for the experience requirement.

**Departmental Technician E9**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Organization, work flow, staffing, forms and procedures.
- Webpage design.

Ability to:

- Communicate effectively.
- Efficiently and effectively utilize computer applications, software, and report writing such as Word, Outlook, Excel, PowerPoint, SIGMA, and Business Objects.
- Determine work priorities.
- Work independently and deal clearly and effectively with others.

**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.***

LOGAN BRISTOL

9/27/2024

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