

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DPTLTCHEE81N

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Field Services (BFS)
4. Civil Service Position Code Description Departmental Technician-E	10. Division Administration
5. Working Title (What the agency calls the position) Departmental Technician	11. Section
6. Name and Position Code Description of Direct Supervisor GUTTING, JASON; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRUNNER, GREGG D; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing, MI 48917 / 7:30 am - 4:30 pm, M-F (hours may vary)

14. General Summary of Function/Purpose of Position

This position assists the Bureau of Field Services (BFS) Personnel Liaison by performing technician duties, serves as the conference coordinator, and provides Statewide Integrated Governmental Management Applications (SIGMA) timekeeping backup support.

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: 55

Assist the Bureau Personnel Liaison by performing technician duties.

Individual tasks related to the duty:

- Monitor ongoing personnel activities to ensure timelines are met.
- Track and ensure employee comp time balances remain with allotted amounts and verify that comp time is utilized before annual leave in accordance with Civil Service rules/regulations and collective bargaining agreements.
- Ensure Student Assistant compliance with semester/term credit requirements.
- Responsible for ensuring Student Assistants, State Workers and other non-career appointments' compliance with bargaining unit contracts and Civil Service rules/regulations which includes tracking non-career work hours.
- Provide assistance to managers/supervisors by scheduling/coordinating interviews, reserving conference rooms, etc.
- Contact clinics and make appointments for pre-employment drug screens and physicals.
- Deliver welcome letters, new employee guidance documents and policies, and provide new employee orientation.
- Ensure all forms are completed and given to the PL for final review.
- Review, track, and monitor various forms (e.g., alternate work schedule requests, overtime exceptions requests, ethical standards and conduct, motor accident or injury reports, etc.).
- Submit employee medical certification renewals, commercial driver's license renewal, etc. to OHR Labor Relations.
- Send notification to applicants interviewed and not selected.
- Keep Personnel Liaison informed of status of assignments.
- Assist the Personnel Liaison with performance management, timeline, and enforcement.
- Maintain, organize, update, and enter personnel related data into organization charts, phone and e-mail lists, position inventory, as well as home unit coding and department coding spreadsheets.

Duty 2

General Summary:

Percentage: 25

Serve as the statewide conference coordinator.

Individual tasks related to the duty:

- Partner with bureau staff, statewide staff, and industry conference coordinators to provide support with coordinating BFS lead and industry lead conferences.
- Review, evaluate, and compile financial and logistical data for various conferences. Includes registration costs for each conference, inquire with each coordinator on reduced or complementary registration costs, registration process and payments, evaluate and request appropriate funding sources, etc.
- Evaluate, prepare, and process required documentation (including, not limited to): forms 1127/1127B for Federal Technical Training Funds, 1991/0818/0868 Michigan Department of Transportation's (MDOT)'s conference request forms, cost estimation tool), adhering to MDOT's travel rules, regulations, and procedures for conference attendance.
- Develop and send communications (statewide), providing detailed instructions and information for each conference (including, not limited to call for attendees, attendance confirmation, detailed instructions/directions).
- Coordinate with facilities on logistics, set-up, timelines, equipment, and meal requirements.
- Compile and assist with development of agenda items, agendas, speakers/schedules, Continuing Education Hours data and tracking, attendance lists, processing registrations, etc.
- Review for accuracy, prepare and process bills and invoices, utilizing appropriate funding sources and coding in SIGMA.
- Compile, maintain, and coordinate conference attendance lists.
- Oversee and clarify methods and processes to various stakeholders, ensuring adherence to policies and procedures (bureau, statewide, industry partners).

Duty 3

General Summary:

Percentage: 10

Provide SIGMA timekeeping backup support and run payroll reports.

Individual tasks related to the duty:

- Assist with ensuring proper security levels are requested and received through SIGMA.
- Run payroll 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, collective bargaining agreements, and Civil Service rules and regulations.
- Troubleshoot challenges with Personnel Liaison and SIGMA helpdesk on issues and access requests.
- Participate in timekeeper meetings and trainings.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Coordinate and administer employee engagement activities on behalf of the Bureau.
- Participate in bureau meetings and trainings.
- 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 the most efficient and effective way to complete assignments or disseminate information. Handle 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 and when technical assistance is required; new situations not dealt with before; when unsure of supervisor's viewpoint.
- Determination of work priorities when many issues arise that require immediate attention.
- 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 environment include operating a computer for a long period of time and operating office equipment. Attend meetings and/or meeting with MDOT employees as required. 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. |
| <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?

Yes.

23. What are the essential functions of this position?

This position assists the Bureau of Field Services (BFS) Personnel Liaison by performing technician duties, serves as the conference coordinator, and provides Statewide Integrated Governmental Management Applications (SIGMA) timekeeping backup support.

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?

This position is assigned to the MDOT Bureau of Field Services and collaborates with OHR to coordinate HR functions for the bureau. This position assists the Personnel Liaison by performing technician duties, serves as the conference coordinator, and provides SIGMA timekeeping backup support.

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:

- Webpage design.
- Rules, policies, and procedures of personnel actions.

Ability to:

- Communicate effectively.
- Efficiently and effectively utilize computer applications/software.
- Interpret and apply rules and regulations.
- Analyze data and make recommendations.
- Determine work priorities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's license preferred.

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.

CHRISTINA TIJERINA

Appointing Authority

9/16/2025

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