

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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
VACANT	Civil Service Commission
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
5. Working Title (What the agency calls the position)	11. Section
Civil Service Internal Trainer	Employee Development & Training Unit
6. Name and Position Code Description of Direct Supervisor	12. Unit
Kristen Wilson	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jonathan Patterson	400 S. Pine Lansing, MI 48909 / 40
14. General Summary of Function/Purpose of Position	
The Employee Development & Training Unit (EDTU) develops internal training for MCSC employees to improve and enhance employee proficiency, efficiency, productivity, and effectiveness. Training courses will focus on technical training, soft-skill development, and enhancing organizational culture, and employee engagement. It is responsible for researching course content, creating the visual and written content for the sessions and conducting internal training sessions for MCSC employees. This position ensures that training content is in accordance with the MCSC Rules & Regulations, bargaining agreements, and agency policies/procedures. The position will conduct surveys and analyze assessment measures to determine effectiveness of sessions. This position will also have human resources (HR) generalist job responsibilities in one of the three major disciplines; labor relations, classifications/selections, or payroll/transactions. The HR job responsibilities will be consistent with those recognized by the agency in existing position descriptions in HR Operations.	

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 of Duty 1 **% of Time**50

Training research & Development

Individual tasks related to the duty.

- Develops training sessions on various MCSC subject areas by researching training topic, collaborating with agency's SME(s), and creating the visual and written content for the session.
- Conducts training classes for various MCSC subjects.
- Coordinates training schedules for assigned work areas.
- Coordinate the training development plan for assigned trainees.
- Determines if training materials are in accordance with the MSC Rules & Regulations, Collective Bargaining Agreements, and applicable policies/procedures.
- Conducts surveys and analyze existing metrics for assessing training needs. Prepares report for manager review.
- Participates in agency wide work groups to gather information and/or feedback about training content.
- Research and new learning management systems including attending product training opportunities.

Duty 2

General Summary of Duty 2 **% of Time**40

Position will be assigned duties by individual agencies to assist as needed. Functions as a generalist for assisting all state agencies in HR generalist responsibilities.

Individual tasks related to the duty.

- Assist with payroll and analyst functions as required by agency the position is assisting.
- Duties as assigned per agency.

Duty 3

General Summary of Duty 3

% of Time 10

Other duties as assigned

Individual tasks related to the duty.

- Perform other duties as assigned by leadership.

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

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Duty 5

General Summary of Duty 5 **% of Time** _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6 **% of Time** _____

Individual tasks related to the duty.

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

Decisions regarding the day-to-day priority of establishing timelines and organizing work.

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

- The development of new training programs, decisions regarding funding and/or staff resource.
- A deviation from an employee's standard training plan
- When deviation from existing training strategy arises
- Issues that involve change in policies and procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is performed sitting at a desk, working on a computer, in a typical office environment. Position will be required to deliver some training in person. Therefore, occasional travel for onsite training is required. During sessions the presenter should be able to move around the training space to engage with participants.

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. (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. 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?

Ability to communicate effectively, create and deliver training content, collaborate with team members, and use standard office and training development technology.

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

New position

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

The work area is focused on training MCSC staff, with the intent of promoting growth and development of staff in technical and soft skills. This position serves as the staff trainer for Payroll/Transactions related subject matter.

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:

Human Resources Developer 9 No specific type or amount is required. Human Resources Developer 10 One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer. Human Resources Developer P11 Two years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Civil Service Rules and Regulations
- Knowledge of Collective Bargaining Agreements
- Knowledge of HRMN and general HR practices and system applications
- Knowledge of the principles and techniques of staff development, training, and other programs.
- Knowledge of the theories of learning and motivation.
- Knowledge of planning and evaluating training and programs.

- Ability to prepare and/or select training and program materials.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.
- Ability to evaluate and assess staff development, training, and other programs, and recommend methods of improvement. Ability to plan, develop and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development, training, and other programs.
- Ability to maintain records, and prepare reports and correspondence related to the work

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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