

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

Position Code 1.

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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) RESOURCE MANAGEMENT
4. Civil Service Position Code Description DEPARTMENTAL MANAGER-3	10. Division FISHERIES
5. Working Title (What the agency calls the position) PERSONNEL and EDUCATION & OUTREACH UNIT MANAGER	11. Section PROGRAM SUPPORT SERVICES
6. Name and Position Code Description of Direct Supervisor DAWN FEDEWA; STATE ADMINISTRATIVE MANAGER-1	12. Unit PERSONNEL SERVICES UNIT
7. Name and Position Code Description of Second Level Supervisor RANDALL CLARAMUNT M; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W. ALLEGAN, LANSING MI 48933 / 80 HOURS PER PAY PERIOD

14. General Summary of Function/Purpose of Position

Serve as manager of the Personnel Unit overseeing personnel management, labor relations, safety management, and professional development programs within a complex work area. Also serves as manager of the Education and Outreach Unit responsible for the Division's development and implementation of marketing, communication, education and outreach strategies. This position serves as the liaison with the Quality of Life Human Resources Office (QOL HR) in the matters of personnel and labor relations for the Fisheries Division (FD) on a statewide basis. Responsibilities include establishing personnel management practices and ensuring that the Division is in compliance with DNR and Civil Service personnel practices; working with managers and supervisors to maintain optimal work environment; coordinating labor relations issues; ensuring that the Division complies with MIOSHA regulations; and ensuring that communications with the public are appropriate, effective and timely.

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: 60

Serve as manager over Personnel Unit and Outreach and Education Unit programs and staff

Individual tasks related to the duty:

- Oversee personnel management practices for FD.
- Work with division leadership to determine hiring priorities.
- Ensure the division health monitoring and testing of employees is completed as required by job duties.
- Serve as the Division's labor relations liaison and handle all related activities, ensuring that FD's operational needs are met while complying with the various Collective Bargaining Agreements, Civil Service rules, regulations and procedures, while partnering with QOL HR.
- Confer closely with the division Human Resources Liaison (HRL) and QOL HR relative to grievance procedures, appeal hearings, employee rights and obligations, contract negotiations, and labor management meetings and handle accordingly.
- Assist managers and employees with contract interpretation and represent FD in step one grievances and disciplinary processes involving union and NERE employees.
- Oversee hiring processes for FD.
- Direct and approve transactions in overall administration of the Division including selections, appointments, promotions, transfers, demotions, suspensions, layoffs and dismissals. Review, develop, approve and direct activities relative to preparing and developing position descriptions and personnel transactions.
- Work cooperatively with the Quality of Life Human Resources Division at arbitrations.
- Oversee Division safety program liaison and assure appropriate reporting and compliance rules are adhered to.
- Review and oversee worker's compensation claims and settlements and unemployment issues.
- Oversee Communications Representative who is responsible for all press releases, electronic based marketing through the utilization of social media tools, the development of publications, displays, and exhibits for key communication areas.
- Represent FD as appropriate in review and evaluation of personnel management practices of the DNR.

Duty 2

General Summary:

Percentage: 20

Supervise Unit employees. Train staff in their areas of responsibilities; provide direction and coordination of duties and activities as needed.

Individual tasks related to the duty:

- Develop annual performance objectives for the unit with input from employees and conduct performance evaluations in a timely manner.
- Direct and coordinate work activities of direct report staff by scheduling work tasks, setting priorities and directing workloads.
- Approve time entry and leave requests.
- Conduct any corrective or disciplinary action as needed.
- Evaluate employee performance for accuracy and completeness of work assignments.
- Identify training needs for staff development. Ensure that proper training is provided to employees.

Duty 3

General Summary:

Percentage: 15

Develop and coordinate FD's staffing plan, organizational development, and position establishment and classification usage.

Individual tasks related to the duty:

- Coordinate and process all personnel transactions and assure timeliness.
- Develop and maintain FD's staffing and organizational plans.
- Maintain FD's organizational chart and update bi-monthly.
- Serve as FD's expert on program classifications.
- Approve position establishments and position abolishment.
- Review and recommend changes and/or new establishment of job specifications relevant to Fisheries staff as appropriate.
- Review FD position inventory on a monthly basis to ensure all active positions are accurate as far as reporting relationships, department codes, work site codes, etc.
- Prepare vacancy list for each month's Management Team meeting.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Represent FD on teams, special projects, or initiatives as assigned.

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

Make daily decisions on confidential or sensitive employee issues.

Evaluate performance of subordinates.

Coordinate with appropriate staff on the interpretation of routine union contract issues and coordinate investigatory and corrective action/disciplinary proceedings for the Division statewide.

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

Selection process issues outside of normal parameters. Labor relations and disciplinary processes. Training budget expenditures outside set parameters. Safety issues that impact the entire division.

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.

General office activities including sitting, standing, bending, general office work and computer use. Occasional need to load/unload; set up/tear down displays and materials for training. Occasional travel, including overnight, to meetings and/or training events around the state as needed.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
FELDPAUSCH, CATHERINE	DEPARTMENTAL ANALYST - E	NOFFSINGER, MORGAN	STATE WORKER
BARBATANO, MARCEE	COMMUNICATIONS SPECIALIST-2		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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?

Supervise personnel, communications, and education and outreach staff.

Serve as Personnel Liaison for Fisheries Division.

- a) Ensure that personnel management practices are in compliance with Civil Service and Department personnel rules and regulations,
- b) Ensure that all safety requirements are in place for facilities and work practices as they relate to Division functions, and
- c) Ensure that employees are appropriately trained for work requirements and safety requirements.
- d) Serve as Labor Relations Manager for the Division in cooperation with the Quality of Life Human Resources staff.

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?

Program Services Section provides various types of financial, administrative and human resources support functions for the Fisheries Division units statewide. This position oversees the Personnel Unit and Outreach and Education Unit, supervising professional staff to include duties relative to Division program activities associated with labor relations and human resources/personnel transactions, safety and professional development programs, and communications/educational efforts.

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:

Departmental Manager 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent written and verbal communications skills are necessary.

Good interpersonal skills and ability to interact with staff, management and outside entities of all levels is essential. Knowledge of labor relations techniques and various union contracts.

Knowledge of training and supervisory techniques, employee policies and procedures and equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to organize and coordinate the work of others and conflict resolution skills.

Ability to interpret laws, rules and regulations relative to the work.

Ability to communicate clearly, concisely and effectively, both orally and in writing.

Advanced computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

NA

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

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