

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

Position Code

1. HUMRALTA

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 CIVIL SERVICE COMMISSION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Human Resources Operations
4. Civil Service Position Code Description Human Resources Analyst-A	10. Division OHR - Department of Corrections
5. Working Title (What the agency calls the position) Human Resources Analyst A	11. Section
6. Name and Position Code Description of Direct Supervisor RAHIF ACHOUR; HUMAN RESOURCES MGR	12. Unit
7. Name and Position Code Description of Second Level Supervisor TAMMY BROWN; STATE ADMINISTRATIVE MANAGER	13. Work Location (City and Address)/Hours of Work 4000 Cooper Street, Jackson, MI 49201 M - F, 8 AM - 4:30 PM

14. General Summary of Function/Purpose of Position

This position functions as the recognized resource for the MDOC Jackson Area Correctional Facilities and Regional Business Office hiring processes. Monitors the selection process to ensure compliance with EEO standardized selection guidelines. Responsible for the areas of classification, selection, recruitment, labor relations, fringe benefits and payroll for all MDOC Southern Region Staff. Serves as the recognized resource for the discipline process ensuring that the HR office adheres to the MDOC Employee Discipline Policy Directive 02.03.100 and the appropriate bargaining unit agreements and Civil Service Rules regarding the discipline process. The position is also the recognized resource for MIOSHA reporting ensuring the Human Resources (HR) office maintains compliance with record keeping and statistical requirements. Independently performs the more difficult human resources activities, as well as trouble shoots, trains and writes procedures for all personnel programs. Provides training as needed to Human Resource Analysts and Technicians regarding departmental program changes that affect HR offices.

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

As a recognized resource for MDOC Jackson Area Correctional Facilities and Regional Business Office hiring processes responsible for the areas of classification, selection, recruitment. Performs the more difficult HR business processes related to appointments, promotions and transfers. Ensure compliance with EEO standardization selection process.

Individual tasks related to the duty:

- Review and analyze position descriptions.
- Recruits and serves on interview panels.
- Monitors the selection process to ensure compliance with EEO standardized selection guidelines.
- Conduct credential reviews.
- Determines and reviews appropriate resumes or employment list to be used for filling vacancies.
- Reviews interview questions and selection criteria for compliance.
- Acts as liaison with Civil Service regarding examinations, appointment, selection process appeals, etc.
- Counsels employees and the general public regarding career ladders and employment opportunities.
- Reviews selection process for compliance.
- Reviews MI Hr website for updated information.
- Reviews transaction for completion and compliance with HR standards.
- Writes procedures for all personnel programs.
- Counsel employees on rights benefits, MI HR Service Center and opportunities for advancement.

Duty 2

General Summary:

Percentage: 25

Recognized resource for the discipline process. Assist with the grievance and employee disciplinary process. This includes, but is not limited to knowledge of harassment and assuring compliance with the DOC's EEO programs.

Individual tasks related to the duty:

- Ensure that the HR office for MDOC Jackson Area Correctional Facilities and Regional Business Office Administration adheres to the MDOC Employee Discipline Policy Directive 02.03.100 and the appropriate bargaining unit agreements and Civil Service Rules.
- Prepare disciplinary packets ensuring compliance with appropriate bargaining unit and or Civil Service Rules.
- Attend disciplinary conferences.
- Counsel employees on harassment issues.
- Provide technical guidance to Human Resources Technicians on transactions.
- Track and forward disciplinary recommendations to Central Office for approval.
- Ensures that discipline is carried out by deadlines as mandated by contractual agreements.
- Formulates Civil Rights complaint responses on behalf of the department.

Duty 3

General Summary:

Percentage: 10

Work closely with Human Resources Manager and HR Technicians to monitor individuals on leave of absence, making certain employees are accounted for and that bargaining unit contract, FMLA guidelines and DOC departmental policies are followed. Ensure monthly data reports are submitted and accurately reported. Knowledge of ADA procedures.

Individual tasks related to the duty:

- Analyze reports to track employees on leave of absence to ensure DOC policy is being followed.
- Monitor position vacancies to ensure vacancies are tracked monthly and appropriately reported.
- Review bargaining unit contract, CSC Regulations and DOC departmental policy.
- Counsel employees on ADA issues.
- Responsible for responding to ADA requests.

Duty 4

General Summary:

Percentage: 10

Recognized resource for MIOSHA reporting for all MDOC HR offices. Maintain database for various annual policy requirements (e.g. MIOSHA, Hepatitis vaccines and TB testing).

Individual tasks related to the duty:

- Assist MDOC HR offices in the MIOSHA electronic reporting process.
- Prepare MIOSHA reports and required record keeping.
- Ensure the Human Resource (HR) office is in compliance with record keeping and statistical requirements.
- Coordinate annual MIOSHA report requirements are met.
- Prepare reports for the HUM after TB testing is completed indicating number of employees tested and positive tests.

Duty 5

General Summary:

Percentage: 5

Assist with Reduction in Force Planning. Maintain recall list.

Individual tasks related to the duty:

- Assist HR Director with the Reduction in Force Planning by pulling reports, placing employees on appropriate recall list.
- Reviews and audits recall list statewide to ensure employees on placed on list in accordance with bargaining unit contracts and civil service rules.
- Correct any errors on recall list.
- Assist all MDOC HR offices with the recall process.

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

Must research all MCSC, DOC department and union rules to determine that the selection method was used properly. Should fault be found in the process, has the authority to go to the party requesting the transaction and deny their request and explain the reasons for the denial. Interpret CSC rules, procedures, union contracts and DOC departmental policy.

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

When issues do not fall clearly in the above and require interpretation that may impact DOC and personnel policies and procedures.

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.

.Standing 15% Sitting 50% Reaching 5% Carrying 5% Walking 10% Bending 5% Lifting 10%

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 functions as the recognized resource for the MDOC Jackson Area Correctional Facilities and Regional Business Office hiring processes. Processing of assigned NEOGOV and classification Processes. Handles the discipline process ensuring that the HR office adheres to the MDOC Employee Policy Directive and the appropriate bargaining unit agreement and Civil Service Rules regarding the discipline process. This position monitors the selection process to ensure compliance with EEO standardized selection guidelines. Responsible for the areas of classification, selection, recruitment, labor relations, fringe benefits and payroll for all areas. Assists the HR Director with the Reduction in Force process and assists HR offices with the maintenance of recall lists. This position is also responsible for responding to ADA requests and formulating Civil Rights complaint responses on behalf of the department.

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

Since last reviewed, this position has evolved to become the recognized resource MDOC Jackson Area Correctional Facilities and Regional Business Office hiring processes. In addition, this position now functions as the recognized resource for the discipline process within the assigned work areas. The position is also the recognized resource for MIOSHA reporting ensuring the Human Resources (HR) office maintains compliance with record keeping and statistical requirements.

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

Overall HR function for the entire MDOC Jackson Area Correctional Facilities and Regional Business Office. The position ensures the needs of management and employees are responded to in accordance with appropriate rules, regulations, and policies.

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 Analyst 12

Three years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of human resources management. Knowledge of state government organization and structure, functions, and occupations. Knowledge of interviewing techniques. Knowledge of the methods employed to collect, analyze, and interpret data. Knowledge of employment practices and related laws, rules, and standards, including applicable equal employment opportunity, civil rights, and other related laws and practices. Knowledge of Michigan Civil Service Commission rules, regulations, forms, and procedures. Knowledge of employee rights, benefits, and obligations. Knowledge of labor relations, grievance, and appeals procedures. Knowledge of human resources transactions and records. Knowledge of human resources budgeting procedures. Ability to interpret and apply laws, rules, and regulations. Ability to collect, analyze, and interpret data. Ability to complete projects independently. Ability to provide guidance and train others in the work. Ability to maintain records, and prepare reports, and correspondence related to the work. Ability to communicate effectively with others. Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

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