

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> CIVIL SERVICE COMMISSION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> HUMAN RESOURCES ANALYST - 9-P11	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> HUMAN RESOURCES ANALYST	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> RAHIF ACHOUR, HUMAN RESOURCES MANAGER 14	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> TAMMY BROWN; STATE ADMINISTRATIVE MANAGER-15	<b>13. Work Location (City and Address)/Hours of Work</b> 4000 Cooper Street, Jackson, MI 49201 80 Hours Bi-Weekly/Varies

**14. General Summary of Function/Purpose of Position**

This position functions as the Human Resources Analyst (generalist) within MDOC HR, involved with the administration of classification issues, selection/appointment processes, employee career path development, and other personnel-related functions. This position will adhere to all appropriate Civil Service regulations and appropriate bargaining unit agreements in completing assignments.

**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: 45**

Provide selection and appointment processing for supervisor, managers and administrators.

**Individual tasks related to the duty:**

- Has a section of responsibility across all Correctional Facilities in the MDOC Southern Region..
- Develop job posting to fill vacancies through the NEOGOV system.
- Provide feedback and help develop supplemental questions and screening criteria for hiring managers when needed.
- Review and approve selection/screening criteria, assessments, and interview questions for approval.
- Serve as interview panel member as requested.
- Prepare selection and appointment packets as required.
- Schedules pre-employment physicals.
- Provides guidance and processing of NEOGOV processes to hiring manager.
- Review and analyze position descriptions for applicable update, or establishment prior to posting.
- Conduct credential reviews to determine eligibility for positions.
- Respond to external customers regarding employment inquiries.
- Review and calculate all working out of class requests and handles all communication to the managers and employees.

**Duty 2**

**General Summary:**

**Percentage: 40**

Responsible for classifications, establishing, and reclassifying position(s) for designated areas and regions within DOC using the PARIS system. Provide career path guidance.

**Individual tasks related to the duty:**

- Perform all task via PARIS such as, to request establishments, PD updates, position add/remove freezes, sub-class codes, to add and remove STP/Training rates, to request inactivation's.
- Review and determine proper allocation of positions reclassification purposes. Provide guidance to management and employees on Civil service specifications and requirements. Provide guidance in the development of new positions descriptions and review of classification requests. Interpret Civil service and department rules, regulations and policies.
- Work with Civil Service and department managers to resolve reclassification and promotion issues.
- Advise and provide guidance to management on the use of sub-class code and special position requirements.
- Counsel employees regarding career advancement and other classification opportunities.
- Handles position re-code in the Civil Service position recoding system.
- Provide guidance to management in the development of senior standards.

**Duty 3**

**General Summary:**

**Percentage: 15**

Training and other duties and special projects as assigned.

**Individual tasks related to the duty:**

- Responsible for creating, presenting, and updating new supervisor trainings.
- Analyze and research requests for FOIA or Grievance.
- Serve as backup for employee orientations.
- Assist and or backup to HR tech. for SIGMA payroll processing.

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

Has the authority to process any type of classification and selection process within Civil Service rules and regulations independently.

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

Interpretation of complex, unfamiliar, or unclear contract language, Civil Service Rules, or department policy, procedures, rules, and guidelines.

**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.**

This work requires standing, walking, sitting, bending reaching and light lifting if need be. Normal office environment with long periods of time at a desk and computer.

**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?**

To provide detailed human resource service to Michigan Department of Corrections employees. Operate applicable computer programs including PARIS, JSSI, NEOGOV, and SIGMA while ensuring all actions are with in Civil Service rules, Department policy and procedures.

**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?**

To provide human resource services to Michigan Department of Corrections employees. Ensure all actions are within Civil Service rules, Department policy and procedures.

**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 9**

No specific type or amount is required.

**Human Resources Analyst 10**

One year of professional experience providing human resources services equivalent to a Human Resources Analyst 9.

**Human Resources Analyst P11**

Two years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst 10.

**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.

## ALTERNATE EDUCATION AND EXPERIENCE

### Human Resources Analyst (Departmental Trainee) 9

#### Education

Educational level typically acquired through completion of high school.

#### Experience

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification. \*Paraprofessional classifications are those requiring an Associate's degree or two years of college.

#### Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

#### **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.

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