

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

<b>Position Code</b> 1. HUMRALTEC77N
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## 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> Civil Service Commission
<b>4. Civil Service Position Code Description</b> Human Resources Analyst-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Human Resource Analyst	<b>11. Section</b> Classification and Selection
<b>6. Name and Position Code Description of Direct Supervisor</b> ROUSE, NOELLE; STATE OFFICE ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> PATTERSON, JONATHAN C; SENIOR CHIEF DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 3423 N. MLK Jr. Blvd. Lansing MI 48906 / Monday-Friday 8am-5pm
<b>14. General Summary of Function/Purpose of Position</b> This position functions as a classification and selections analyst for assigned worksites in the state Human Resources office serving the Department of Military and Veteran Affairs (DMVA). The position performs a variety of professional human resource assignments in the areas of classification and selections to ensure all actions comply with state, federal, and Civil Service Commission rules and regulations, and bargaining unit contracts.	

**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**

Recruitment and Selection Activities.

**Individual tasks related to the duty:**

- Post vacancies using the NEOGOV Vacancy Posting System
- Advise managers and supervisors regarding selection rules
- Assist managers and supervisors in preparation of screening and selection criteria and interview questions
- Evaluate candidate credentials to ensure eligibility for competing in the selection process
- Screen resumes to narrow the applicant pool for manager/supervisor.
- Develop appropriate screening and selection criteria.
- Coordinate interview scheduling and send correspondence to applicants and selected candidate(s) as required.
- Serve as a member of selection interview panels as needed.
- Ensure department is in compliance with CS Rule 1-7 (drug testing of new hires) and bargaining unit contract provisions.
- Coordinate credential reviews and reference checks for selected applicants and approve all appointments (promotions, transfers, moves).

**Duty 2**

**General Summary:**

**Percentage: 40**

Classification Activities.

**Individual tasks related to the duty:**

- Develop and/or review and evaluate proposed position descriptions for proper classification.
- Review and evaluate requests for reclassification actions for appropriateness.
- Develop and/or review and evaluate proposed senior standards.
- Identify subclass codes for positions.
- Assists in the development and approval of selective position requirements.
- Arrange and assist Civil Service with position reviews and desk audits
- Submit/approve position action requests to establish or reclassify positions.
- Evaluate proposed changes to organizational structure for compliance with MCSC classification system.
- Monitor and determine appropriate reporting relationships and complete recoding requests as necessary.
- Review and respond to technical decisions rendered by the Civil Service Commission.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other Duties as assigned.

**Individual tasks related to the duty:**

- Review recommendations for accelerated step increases for internal equity.
- Provide reports or other information to worksites, as necessary.
- Develop and deliver training to employees and managers, as required.
- Review HR transactions for accuracy and internal control.
- Serve on agency committees or projects, as assigned.
- Serve as back up for HR payroll process, as needed.
- 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.**

Decisions relating to selection, appointment, classification activities, personnel and payroll transactions processing, and employee benefits issues. Decisions made affect all DMVA employees and managers.

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

Decisions which are highly sensitive in nature or impact the overall human resources operation. Decision which are beyond the authority delegated to this position.

**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 office environment.

**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?**

This position functions as a classification and selections analyst for assigned worksites in the state Human Resources Office serving the Department of Military and Veterans Affairs (DMVA). This position performs a variety of professional human resource assignments in the areas of classification and selections to ensure all actions comply with state, federal, and Civil Service Commission rules and regulations, and bargaining unit contracts.

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

New Establishment.

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

The HR office provides human resources service delivery to managers/supervisors and employees in the DMVA. This position performs the recruitment, selection and classification activities for assigned worksites in the DMVA.

**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.

**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.***

MATTHEW DERNOVSHEK  
\_\_\_\_\_

7/24/2023  
\_\_\_\_\_

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