

**1. Position Code**

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LEO-MSF/MEDC
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Administrative Operations
<b>4. Civil Service Classification of Position</b> Human Resources Analyst 12	<b>10. Division</b>
<b>5. Working Title of Position (What the agency titles the position)</b> People Services Specialist	<b>11. Section</b> People Services
<b>6. Name and Classification of Direct Supervisor</b> Markie Justice, Director, People Services, Non-State Supervisor	<b>12. Unit</b>
<b>7. Name and Classification of Next Higher Level Supervisor</b> Lynne Feldpausch, EVP, Administrative Services, Non-State Supervisor	<b>13. Work Location (City and Address)/Hours of Work</b> 300 N Washington Square, Lansing, MI 48913 (Hybrid) Mon-Fri 8a-5p or approved alternative

**14. General Summary of Function/Purpose of Position**  
This position serves as the recognized resource for MSF and MEDC corporate classification and selection issues. Serves as agency recruiter and primary analyst responsible for corporate and state selection and recruiting duties. Provides administration and direction to staff and management for corporate and Civil Service issues relating to classifications, recruitment, selections, appointments and compensation. Assists in the administration of various processes for the organization utilizing SIGMA, ISO, NEOGOV, Business Objects for state and corporate employees.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, 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**

Serve as the recognized resource for advising, counseling, and performing agency classification and selection activities. Serves as primary resource for all state/classified classification and selection activities. Analyses and makes recoomendations on agency processes and procedures related to classification and selection.

**Individual tasks related to the duty.**

- Provides guidance to department personnel through the selection and classification requests; provides technical assistance as necessary.
- Supports recruitment and selection for department vacancies, conducts reviews of applications, and approves offers of appointment; serves as primary point of contact/resource for student recruitment.
- Provides intepretation and explanation of Civil Service rules and regulations, union contracts related to hiring, and Department processes related to the Divisions.
- Ensures compliance with all EEO requirements and state and federal laws. Ensure that proper methods, procedures and processes are being utilized by corporation staff.
- Analyzes issues/problems; identifies and implements solutions to issues/problems.
- Provides intepretation and explanation of Civil Service rules and regulations, union contracts related to hiring, and Department processes related to the Divisions.
- Works with the business units to prepare position descriptions for the establishment and reclassification of state positions. Assist managers in creating senior standard documents.
- Works with the business units to prepare job descriptions for the establishment of corporate positions. Create and administer job families, as needed.
- Reviews requests for working-out-of class assignments to determine conformance with Civil Service Rules and MEDC corporate procedures.
- Works with staff to implement and maintain HR-related applications for the Division.
- Develops strong working relationships with work areas within the Department; develops an understanding of work area's business needs.
- Prepares reports and queries on selection and other data and provides information as requested.
- Consults with Director, People Services on complex classification issues.

Duty 2

**General Summary of Duty 2**

**35 % of Time**

Serve as agency recruiter and primary selections analyst. Coordinates with Director to develop, design, and implement proactive recruitment strategies to effectively fill positions within Civil Service guidelines and MEDC corporation policies.

**Individual tasks related to the duty.**

- Serves as agency's primary recruiting analyst. Represents MEDC at recruitment/job fairs to attract candidates.
- Analyzes issues/problems; identifies and implements solutions to issues/problems; serves as an advocate of good human resource practices and recruitment process improvements.
- Develops and maintains candidate pools and identifies sources of recruitment for agency positions.
- Post vacancies using the state's online applicant tool (NEOGOV), the MEDC's website and various recruitment sites and job boards.
- Provides guidance to managers in completing their recruitment needs; provides technical assistance as necessary. Looks for creative methods in filling complex, hard-to-fill positions.
- Reviews requests for selective position requirements and assists corporation personnel in making formal requests to Civil Service. Works with Civil Service staff to finalize selective position requirements.
- Evaluate candidate credentials to ensure eligibility for competing in the selection process.
- Reviews and approves interview panels, interview questions, selection and screening criteria.
- Serves as a resource to managers on interviewing techniques. Provides interview training to managers and employees as needed.

Duty 3

**General Summary of Duty 3**

**% of Time 15**

Administer various human resource processes for the organization.

**Individual tasks related to the duty.**

- Coordinate and document processes related to all programs and provide training to other HR staff related to processes
- Serves as the Drug and Alcohol Testing Coordinator for MSF/MEDC.
- Serve as the primary HRMN Security Administrator for MSF/MEDC.
- Provide guidance and support to HR Analyst with payroll processing for both State and Corporate employees.
- Serve as the Business Objects/data reporting administrator. Maintains recruitments database and prepares reports. Complete monthly headcount reports, turnover reports, EEO reporting, and specialized business objects reports as requested.
- Attends & provides guidance in meetings representing the organization's human resources office.
- Updates and creates organizational charts for the corporation.
- Serves as the liaison for temporary employee hires.
- Provides back-up support for other MEDC HR functions.
- Act as back-up to HR Analyst for onboarding/new hire orientation.
- Perform other duties as assigned by management.

Duty 4

**General Summary of Duty 4**

**% of Time \_\_\_\_\_**

**Individual tasks related to the duty.**

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.**

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Significantly responsible for independent action in all aspects of the position. Independently draws conclusions and interprets and explains policies, procedures, and rules related to the subject matter.

All work areas of the department are affected by these decisions; the general public seeking job opportunities may also be affected.

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

Complex or high-level classification issues. Development of language for policies that affect the corporation would require supervisor review. Unusual or politically sensitive issues. Overall organizational restructuring would require coordination with supervisor.

**18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

This position functions in a normal office work setting with standard computer usage. Some in-state travel may be required to job fairs, etc.

**19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>


20. My responsibility 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.      |

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_

Signature Date

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

**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential duties of this position?

This position serves as a Senior Specialist in the People Services (HR) for the Michigan Economic Development Corporation. This position is responsible for administering and providing direction to staff and management for MEDC corporate and state issues relating to Classifications, Recruitment, Selections, Appointments, and Compensation. Serves as agency recruiter. Performs other related work as assigned.

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

Downgrade of 13 level specialist for purposes of recruitment to allow for training.

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

The People Services (HR) unit is responsible for providing human resources services related to classification, recruitment, hiring, payroll, benefit administration, and leave of absence administration for all business units within the Michigan Economic Development Corporation. This position fits into this function by serving as the advanced analyst responsible for providing staff and management with guidance on recruitment, selection, and appointments of the MEDC's classified and corporate employees.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Bachelor's degree or approved equivalent.

Prefer a major in HR management, business administration, general management or related.

**EXPERIENCE:**

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.

Prefer experience with governmental human resource practices, position classification and analysis, and/or non-profit/governmental recruiting. Candidates with knowledge and familiarity with State of Michigan/Civil Service classification/selection regulations are preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Tact, confidentiality, good communication, writing and interpersonal skills.
- Thorough knowledge of Civil Service Rules and Regulations, NEOGOV and HRMN.
- Knowledge of recruiting best practices and strategies.
- Knowledge of Human Resources programs, policies, and procedures
- Knowledge of state government organization and structure, functions, and occupations.
- Knowledge of employment practices and related laws, rules, and standards including applicable equal employment opportunity, affirmative action, civil rights, and other related laws and practices.
- Knowledge of employee rights, benefits, and obligations.
- 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 maintain favorable relationships.
- Ability to complete projects independently.
- Ability to communicate effectively with others.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None. SHRM-CP/SHRM-SCP or PHR/SPHR Preferred.

***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications***

***27. 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.***

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**Supervisor's Signature**

\_\_\_\_\_

**Date**

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

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

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**Appointing Authority's Signature**

\_\_\_\_\_

**Date**