

**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 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 9 - 11	10. Division Department of Labor and Economic Opportunity
5. Working Title (What the agency calls the position) Labor Relations Representative	11. Section Office of Human Resources
6. Name and Position Code Description of Direct Supervisor Lardie, Keri, State Office Administrator	12. Unit Labor Relations
7. Name and Position Code Description of Second Level Supervisor Rouse, Noelle, Deputy Director	13. Work Location (City and Address)/Hours of Work 320 South Walnut Street, Lansing Monday – Friday, 8:00 – 5:00

14. General Summary of Function/Purpose of Position

This position functions as a Labor Relations representative, for the Department of Labor and Economic Opportunity (LEO). This position is responsible for labor relations activities for assigned collective bargaining agreements and/or specific bureaus/agencies within LEO. The responsibilities of this position include providing guidance and direction to managers, supervisors, and employees to resolve a variety of labor relations issues and/or problems. This position analyzes and interprets collective bargaining agreements, Civil Service Rules/Regulations, and department policies/procedures. This position is responsible for grievance administration and resolution between management and employees represented by a collective bargaining agreement. This position conducts and/or provides guidance to managers on employee investigations.

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: 35

Provide guidance and counsel to department managers on personnel matters, including corrective action related to performance or misconduct.

Individual tasks related to the duty:

- Provide daily, ongoing consultation, direction and training to supervisors and managers regarding appropriate strategies and techniques for dealing with employees with performance or misconduct situations. Develop and propose solutions to problems before they materialize, if possible.
- Conduct or review employee investigations when needed for allegations of misconduct.
- Counsel management in the discipline process for represented and non-exclusively represented employees. Attend and facilitate discipline conferences when needed.
- Ensure adherence to collective bargaining agreements and CS Regulations related to implementation of discipline.
- Formulate recommendations for discipline ensuring a sound basis for imposing discipline with just cause.
- Consult with HR Director and Labor Relations Specialist on complex situations and to ensure consistency of corrective action within LEO.

Duty 2

General Summary:

Percentage: 35

Grievance administration and resolution.

Individual tasks related to the duty:

- Provide assistance in dispute resolution. Responsibilities involve advising/directing managers and supervisors in the response to employee grievances. Provide guidance on grievance conferences and responses.
- Serve as the department's representative in the grievance process and employee relations policy disputes.
- Assist with the preparation and representation of department cases to a mediator/arbitrator/hearing officer for dispute resolution. This responsibility includes witness preparation, brief writing legal research, and case formulation.

Duty 3

General Summary:

Percentage: 15

Administration of contracts and other labor relations functions.

Individual tasks related to the duty:

- Responsible for learning statewide application and administration of the UAW, AFSCME, MSEA, SEIU and UAW collective bargaining contracts.
- Responsible for administering Civil Service Rules and Regulations, policies and procedures governing non-exclusively/limited recognition employees.
- Train department supervisors and managers at all levels in the organization on the daily application of the primary and secondary collective bargaining agreement provisions.
- Interpret contract language and establish department-wide application of the language.
- Represent the department at labor/management meetings. Coordinate the involvement of the department management representatives at these meetings to ensure contractually sound responses.
- Negotiate and sign letters of understanding which are binding under the collective bargaining agreement process.

Duty 4**General Summary:****Percentage: 15**

Other duties as assigned.

Individual tasks related to the duty:

- Provide backup to other OHR staff members, including assistance with the general phone line.
- Maintain up-to-date knowledge of personnel services policies, procedures and employee benefits. Provide explanation and information to managers and employees.
- Attend staff meetings and meetings are requested by various LEO work areas.
- Respond to telephone and written employment inquiries.
- Provide training on necessary personnel related matters as needed.
- Serve on special committees and perform other duties assigned.
- Provide input into development of new department policies, work rules or employee handbook information.

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

Decisions include process of investigations, discipline and grievance conferences.

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

Decision that would be made independently at advanced levels. When an issue involves a departure from the departments or statewide historic interpretation of significant contract language, has major budgetary implications, or impacts other state departments, the supervisor should review. All recommendations for termination.

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 environment.

Sitting at a desk, working on a computer, communicating verbally and in writing.

Travels to department facilities across the state and to other department or office locations as needed.

May need to carry a laptop, accessories, files, binders and books.

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. | | 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?

Functions as a labor relations representative, for LEO. This includes guidance and training to managers, facilitating grievance and discipline conferences and knowledge and application of collective bargaining agreements and Civil Service Rules and Regulations.

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?

The Office of Human Resources provides human resource management services and assistance to all managers, supervisors, and employees in the Department of Labor and Economic Opportunity.

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:

Thorough knowledge of the laws, regulations, and practices of collective bargaining. Thorough knowledge of the procedures of dispute resolution. Thorough knowledge of personnel rules and practices. Must possess assertiveness, negotiation, and human relations skills, problem solving, and analytical skills as well as excellent written and verbal communication skills.

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.

SALLY VAN VYVE

4/19/2022

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