

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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 Resource Operations
4. Civil Service Position Code Description	10. Division
Human Resources Analyst/Trainee	Department of Labor and Economic Opportunity
5. Working Title (What the agency calls the position)	11. Section
Reasonable Accommodation Coordinator	Office of Human Resources
6. Name and Position Code Description of Direct	12. Unit
Keri Lardie, State Office Administrator 17	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Noelle Rouse, Deputy Director	320 South Walnut, Lansing Monday – Friday 8:00 to 5:00 p.m.
14. General Summary of Function/Purpose of Position	
This position functions as a human resources analyst for a variety of professional human resource assignments including reasonable accommodation requests under the Americans with Disabilities Act (ADA), ergonomic evaluation requests and serving as the Disability Management Office liaison. Performs special projects and assists the HR Director in all aspects of the HR Office as needed.	

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 of Duty 1 % of Time**45**

Perform professional human resources assignments related to reasonable accommodation requests , ergonomic assessments and other related functions.

Individual tasks related to the duty.

- Serve as the Reasonable Accommodation Coordinator for LEO employees.
- Review ADA/PWFA requests for appropriateness and completeness.
- Review and evaluates Reasonable Accommodation requests for eligibility as required by law, determines appropriate course of action, and ensures implementation of approved requests.
- Engage in the interactive process with the employee and communicates with the office in which the employee works.
- Makes determination of whether the request is to be approved or denied.
- Advise managers/supervisors on ADA/PWFA policy issues.
- Counsel employees on process and other alternatives.
- Assist with related harassment/discrimination complaint investigations.
- Receive and process ergonomic evaluations requests from employees/supervisors.
- Provide formal training on reasonable accommodations, and other related topics, as requested by department work areas.
- Perform other duties as assigned by supervisor.

Duty 2

General Summary of Duty 2 % of Time**25**

Serve as a liaison for employee medical issues, including leaves of absence.

Individual tasks related to the duty.

- Work with the Disability Management Office in the administration of Leaves of Absence and return to work for employees on FMLA, LTD, workers' compensation or other leaves of absence.
- Explain to employees and managers the process for leaves of absences and answer clarifying questions they may have about the process.
- Process leaves of absences not supported by the DMO.
- Counsel managers on responding to return to work restrictions and work with the employee and manager to find alternative ways to accommodate the employee in order for them to be able to return to work.
- Attend Case Manager meetings with OSE and the Attorney General's Office in order to stay up to date on cases regarding workers compensation.

Duty 3

General Summary of Duty 3

20% of Time

Performs annual compliance tasks and special projects. Assists the HR Director and HR staff in all aspects of the HR Office as needed.

Individual tasks related to the duty.

- Responsible for yearly distribution of MIOHSA logs, and other required forms, posters, etc.
- Develop and provide training on necessary personnel related matters as needed.
- Serve on special committees and perform other special projects as assigned.
- Assist with compilation of information for FOIA requests.
- Responds to escalated issues from the LEO-OHR box.
- Provides backup assistance to the HR Technicians for payroll processing, new hire orientation, transactions, etc.
- Provide assistance to the HR Director as needed.

Duty 4

General Summary of Duty 4

10% of Time

LEO OHR Intranet Duties

Individual tasks related to the duty.

- Update and maintain LEO OHR intranet site.
- Upload LEO OHR communications.
- Upload seniority reports and other required documents.
- Ensures compliance with accessibility best practices and legal requirements.

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

Decisions regarding accommodations that are routine in nature. General processing of requests and/or leaves.

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

Questions of legal compliance, any accommodation that may be precedent setting or against current practice.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The work is primarily in an office setting, minimal lifting, bending, stooping to files. Significant time is spent on computer. Some travel may be required to attend meetings, do training and audits. Must be able to work and perform under pressure to meet deadlines imposed by various factors.

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

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. (If more than 10, list only classification titles and the number of employees in each classification.)

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

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?

Handles activities related to EEO, ADA, and ergonomic assessment requests, including Discriminatory Harassment and Reasonable Accommodations. Involvement in a variety of HR related duties as required.

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

This position has become the primary person for reasonable accommodation and ergonomic requests, as well as serving on special committees and assignments as needed.

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 Talent & Economic Development. This position provides a full range of services related to ADA, ergonomic assessments labor relations activities, classification and selection processes, and some training activities.

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 or equivalent state experience.

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 Personnel Management Analyst 9.

Human Resources Analyst P11 - Two years of professional experience providing human resources services equivalent to a Personnel Management Analyst, including one year equivalent to a Personnel Management Analyst 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of, and ability to interpret and apply, Civil Service rules, regulations and procedures governing personnel transactions, classifications, and selections. Knowledge of and ability to interpret, bargaining unit contractual provisions. This position requires an individual with an ability to handle highly confidential information, and who is highly motivated, organized, flexible, and able to communicate effectively both verbally and in writing. Good interpersonal skills are required and the ability to be objective when dealing with sensitive issues is important. Ability to collect, analyze and evaluate a variety of complex information is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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