

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

Position Code 1. HUMRALTEC23N

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 RESOURCE OPERATIONS
4. Civil Service Position Code Description Human Resources Analyst-E	10. Division DEPARTMENT OF TREASURY
5. Working Title (What the agency calls the position) HUMAN RESOURCES ANALYST	11. Section OFFICE OF HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor CARTER SONYA; HUMAN RESOURCES MGR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor FRUMP KELLY; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 W. ALLEGAN LANSING MI / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position This position functions as a classification and selections analyst for the Department of Treasury. In addition, the position performs a variety of professional human resource assignments in other HR related areas, ensuring all actions comply with state and federal rules and regulations, and bargaining unit contracts.
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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: 30

Assist Classifications Specialist - Review, modify and recommend the establishment, reclassification and structuring of positions within the Department

Individual tasks related to the duty:

- Develop and/or review position descriptions for proper classification of positions.
- Review and process requests for reclassification actions using applicable CSC rules and regulations.
- Assist in writing and/or reviewing senior standards.
- Identify subclass codes for positions.
- Assist in the development and approval of selective position requirements.
- Submit/approve CS-129 requests to establish or reclassify positions.
- 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 2

General Summary:

Percentage: 45

Recruitment and Selection Duties

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 to comprise 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.
- Coordinate interview scheduling and sending of correspondence to interviewed applicants and selected candidate(s)
- 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.)
- Complete hire authorization in NEOGOV and ensure hire processed in HRMN and NEOGOV Onboarding.

Duty 3

General Summary:

Percentage: 25

Provide management and employees with expertise in general HR issues.

Individual tasks related to the duty:

- Develop Business Objects or other reports relative to the work.
- Participate in various agency committees or projects.
- Serve as the liaison with MI-HR Service for any unresolved personnel matters.
- Maintain up-to-date knowledge of HR services policies, procedures and employee benefits. Provide explanation and information to managers and employees.
- Maintain HR Group Intranet SharePoint page
- Wherever possible, identify, recommend, and implement improvements of the work methods and material.
- Respond to telephone and written employment inquiries.
- Back up approver for SIGMA TELL timesheets.
- 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, and classification activities, personnel and payroll transactions processing, employee benefits issues, HRMN & SIGMA security/access issues. Decisions made affect all Treasury employees and managers.

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

Decisions that are made independently at the advanced levels. Decisions which are highly sensitive in nature or impact on the overall human resources operation. Decisions 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.

Normal 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):

- | | |
|---|--|
| <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. |

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?

The position performs a variety of professional human resource assignments in a developing capacity in the following areas: classifications, recruitment and selection or other HR related areas as needed, ensuring all actions comply with state and federal 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 Position

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

The HR office provides human resources assistance to managers, supervisors, and employees in Treasury. This position performs, in a developing capacity, classifications, recruitment and selection activities for Treasury.

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 Civil Service Rules and Regulations, Collective Bargaining Agreements, Civil Service classification systems, and general HR practices. Ability to communicate effectively in writing and orally. Ability to use a computer and related software and databases.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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

Appointing Authority

3/24/2021

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