

Position Code
HUMRALTA

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 A (12)	Department of Corrections
5.Working Title (What the agency calls the position)	11.Section
Human Resources Analyst	Macomb Correctional Facility
6.Name and Position Code Description of Direct Supervisor	12.Unit
, Human Resource Spl-13	Office of Human Resources
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Tammy Brown, State Administrative Manager 1	34625 26 MILE RD; LENOX, MI 48048 Monday - Friday, 8 AM to 4:30 PM

14. General Summary of Function/Purpose of Position

This position is a recognized resource serving as the Assistant Human Resources Officer performing complex professional duties including classification, selection, recruitment and labor relations assignments for the Macomb Correctional Facility. The incumbent is responsible for assisting in areas of classification, selection, labor relations, fringe benefits and payroll for approximately 450 employees. Independently performs the more difficult human resource activities, as well as trouble shoots, trains and writes procedures for all personnel programs. Recruits and serves on interview panels. Monitor selection process position to ensure compliance with EEO standardized selection guidelines. Provide training as needed to Human Resource staff regarding departmental program changes that affect HR offices.

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 60

As a recognized resource, performs the more difficult HR business processes related to appointments, promotions and transfers. Ensures compliance with EEO standardized selection process and CS Regulations. Counsel employees on rights benefits, MIHR Service Center and opportunities for advancement.

Individual tasks related to the duty.

- Review and analyze position descriptions.
- Conduct credential reviews.
- Determine and review appropriate resumes or employment list to be used for filling vacancies.
- Review interview questions and selection criteria for compliance and assist hiring managers with pertinent interview questions when needed.
- Participate on interview panels
- Act as liaison with Civil Service regarding examinations, appointment, selection process appeals, etc.
- Counsel employees and the general public regarding career and employment opportunities.
- Review selection process for compliance.
- Review MI HR website for updated information.

Duty 2

General Summary of Duty 2 % of Time 25

Work closely with HRO in all aspects of the HR Office. This includes, but is not limited to knowledge of ADA procedures, knowledge of harassment, assuring compliance with the Department's EEO programs. Assist with the grievance and employee disciplinary process.

Individual tasks related to the duty.

- Counsel employees on harassment and ADA issues
- Provide technical guidance to personnel management assistants on transactions.
- Assist in scheduling disciplinary conferences.
- Attend disciplinary conferences in absence of HRO.
- Assist in tracking and forwarding disciplinary recommendations to Central Office for approval.
- Assist in ensuring that discipline is carried out by deadlines as mandated by contractual agreements.

Duty 3

General Summary of Duty 3

% of Time 10

Assist the Human Resources Officer with Disability Management.

Individual tasks related to the duty.

- Assist the Human Resources Officer in working with the Central Office Disability Unit, assuring accurate and timely completion of workers' compensation and other disability-related documents.
- Assist in monitoring the evaluation, approval, and denial of medical leave of absence requests, and absences falling under the Family Medical Leave Act for employees.
- Assist the Human Resources Officer in serve as the work location disability case manager for employees receiving disability benefits.
- On behalf of the employee, collects At-Risk Ergonomic Requests and submits for processing.
- Analyze reports to track employees on leave of absence to ensure DOC policy is being followed.
- Review bargaining unit contract, CSC Regulations and DOC departmental policy to ensure compliance.

Duty 4

General Summary of Duty 4

% of Time 5

Other duties as assigned

Individual tasks related to the duty.

- Completes monthly reports.
- Attends meetings as directed by HRO.
- Reviews elevated payroll/SIGMA problems.
- Supervisor Training on HR processes.

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

Must research all Civil Service, Department, and Union rules to determine that the selection method was used properly. Should fault be found in the process, has the authority to go to the party requesting the transaction and deny their request and explain the reasons for the denial. Interpret Civil Service Rules, Procedures, Union Contracts, Departmental Policy.

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

When issues do not fall clearly in the above and require interpretation that may impact DOC and personnel policies and procedures.

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.

Standing 15%, sitting 50%, reaching 5%, carrying 5%, walking 10%, and 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>

<p>20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Complete and sign service ratings.</td> <td><input type="checkbox"/> Assign work.</td> </tr> <tr> <td><input type="checkbox"/> Provide formal written counseling.</td> <td><input type="checkbox"/> Approve work.</td> </tr> <tr> <td><input type="checkbox"/> Approve leave requests.</td> <td><input type="checkbox"/> Review work.</td> </tr> <tr> <td><input type="checkbox"/> Approve time and attendance.</td> <td><input type="checkbox"/> Provide guidance on work methods.</td> </tr> <tr> <td><input type="checkbox"/> Orally reprimand.</td> <td><input type="checkbox"/> Train employees in the work.</td> </tr> </table>				<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.
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<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> Train employees in the work.												
<p>22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?</p> <p>Yes.</p>													
<p>23. What are the essential functions of this position?</p> <p>Independently performs the more difficult human resource activities, as well as trouble shoots, trains and writes procedures for all personnel programs. Recruits and serves on interview panels. Monitors selection processes to ensure compliance with EEO standardized selection guidelines. Provides training as needed to human resource assistants and technicians regarding departmental program changes that affect HR offices.</p>													
<p>24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.</p> <p>This position is now the recognized resource serving as the Assistant Human Resources Officer performing complex professional duties related to classification, selection, recruitment and labor relations assignments for the Macomb Correctional Facility. This position is responsible for responding to ADAs and formulating Civil Rights complaint responses on behalf of the department.</p>													
<p>25. What is the function of the work area and how does this position fit into that function?</p> <p>Overall human resources functions for the the Macomb Correctional Facility. The position ensures the needs of management and employees are responded to in accordance with appropriate rules, regulations, and policies.</p>													
<p>26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?</p>													
<p>EDUCATION:</p> <p>Possession of a bachelor's degree in any major.</p>													
<p>EXPERIENCE:</p> <p>Human Resources Analyst 12 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.</p>													
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p>													
<p>CERTIFICATES, LICENSES, REGISTRATIONS:</p> <p>Certain positions may require a criminal history background check.</p>													
<p><i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i></p>													

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.

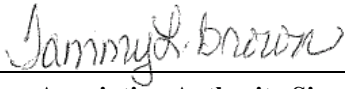
Supervisor's Signature

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

02/05/2026

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.