

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

Position Code

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) Civil Service Commission
4. Civil Service Position Code Description Human Resources Analyst-A	10. Division Office of Human Resources-Michigan State Police
5. Working Title (What the agency calls the position) Human Resource Analyst	11. Section Classification and Selection
6. Name and Position Code Description of Direct Supervisor GRAY, JENNIFER; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MENDEZ-DUNN, JESSICA; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale MI / Monday-Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position functions as the recognized resource performing professional assignments in classification and selections within the Office of Human Resources, for assigned regions. Responsible for reviewing, approving, denying, and modifying all classification action, proposed organizational changes, work unit reorganizations, and related activities including those assignments that have been recognized as Civil Service as having significantly greater complexity (i.e. development and review of new specialist criteria, and unique/atypical classification issues). Additionally, this position is responsible for advising and consulting on selection processes for the department, including reviewing applications for consideration in filling positions within MSP. This position is also responsible for maintaining and ensuring the department's certification expiration dates are updated 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:

Percentage: 45

Responsible for oversight of all classification processes for assigned regions.

Individual tasks related to the duty:

- Audit, monitor and determine appropriate reporting relationships and complete recoding requests as necessary.
- Develop, review and analyze position descriptions for determining appropriate classification and level.
- Consult, recommend and advise management in organizational structure activities.
- Coordinates department/division responses to self-initiated desk audit requests and technical appeals
- Makes recommendations for modifications of job specifications.
- Review and approve/deny working out of class requests.
- Review and determine proper classification of positions for establishment and reclassification purposes.
- Interpret and provide recommendations to managers and supervisor on Civil Service rules, regulations as well as department policies.
- Review, approve and process requests for reclassification actions.
- Review/approve/submit requests to establish positions.
- Write, review and provide guidance to management in the development of senior standards.
- Create and recommend subclass codes for positions.
- Provides guidance in the development and approval of selective position requirements.
- Advises and provides guidance to management on the use of specialist classifications.
- Review and respond to technical decisions rendered by the Civil Service Commission

Duty 2

General Summary:

Percentage: 35

Responsible for recruitment and selection activities for designated divisions and districts

Individual tasks related to the duty:

- Research and recommend best practices for selection/hiring processes.
- Serve as a member of selection interview panels.
- Advise management/employees in matters relating to compensation issues, special salaries, promotions, demotions, transfers, reassignments and separation.
- Advise hiring managers and supervisors on the proper course of action through the selection process.
- Evaluate candidate credentials to ensure eligibility for competing in the selection process.
- Review and screen application and supporting documents to narrow the applicant pool for manager/supervisor.
- Review recommendation memos for compliance with selection procedures.
- Approves all appointments (hires, promotions, transfers, moves, etc.).
- Advise managers and supervisors regarding selection rules.
- Develop and deliver training on various selection topics.
- Draft and post vacancies using the NEOGOV Vacancy Posting System.
- Serve as liaison with Civil Service OCSC regarding appointments, selection process appeals.
- Review selection process for compliance.
- Advise managers and supervisors regarding selection rules.
- Provide guidance to managers and supervisors in comprising screening and selection criteria and interview questions.
- Coordinate interview scheduling and sending of correspondence to interviewed applicants and selected candidate(s).
- Ensure department is in compliance with CS Rule 1-7 (drug testing of new hires) and bargaining unit contract provisions,
- Coordinate credential reviews to ensure eligibility in the selection process, reference checks for selected applicants and approve all appointments (promotions, transfers, moves).
- Consults with managers to ensure that all requests comply with contractual provisions, Civil Service and departmental procedures.

Duty 3

General Summary:

Percentage: 15

Act as liaison for the Human Resources Division with MSP managers and leadership

Individual tasks related to the duty:

- Represent OHR at meetings regarding classification and selection issues.
- Provide classification and selections training for personnel liaisons and supervisors/managers.
- Develop special reports and/or presentations.

- Participate in department-wide focus teams as an OHR representative.
- Identify, recommend, and implement improvements on the work methods and processes of the Office of Human Resources.
- Handle all collective bargaining transfer requests for the entire agency.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Monitor and review certification expiration dates and ensure they are updated as needed.
- Assist in updating internal policies, procedures and references.
- 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 impacting department members' classification, pay, worksite structure, etc.
- Interpretations of Civil Service rules and regulations that may impact department members.
- Determining and ensuring proper reporting relationships between subordinate employees and supervisors.

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

When actions or proposed solutions to problems either extend beyond the work unit, have broader department impact, or are not clearly within prescribed system standards.

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.

Position exists in a normal office work environment, generally in a sitting or standing position. General use of personal computer may involve lengthy periods of time on a keyboard and exposure to computer monitors. Position must be able to travel for meetings and other duties away from the office which may include overnight trips.

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. |

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?

This position serves as a recognized resource for assigned work areas within the department, performing professional human resource assignments in the areas of classification and selections. Duties include work unit reorganizations, completion of credential reviews, development of hiring guidelines and processes, personnel training, and employee development. It is also responsible for accurately interpreting and applying all Civil Service Rules and Regulations as well as State Police procedures and Official Orders.

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

This position researches and makes recommendations on best practices for selection/hiring processes. Serves as a member of selection interview panels. Advises management/employees in matters relating to compensation issues, special salaries, promotions, demotions, transfers, reassignments and separation. Recommends and/or create subclass codes and selective position requirements.

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

The Human Resources Division is responsible for employee services such as compensation/benefits, performance management, disability management, labor relations, etc. This position is a part of the classification and selection staff and provides guidance and direction to department managers and employees, primarily in classification.

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 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

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.

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