

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. HUMRALTAC27N

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-A	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 T; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor FRUMP, KELLY K; 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 and is the recognized resource for assigned areas. The position provides expertise, guidance and counsel on selection matters and coordinates processes to ensure that appointments are valid and made in accordance with rules, regulations and bargaining unit provisions. 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

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: 40

Serve as the recognized resource for assigned areas and perform classification activities to meet staffing needs. 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: 40

Serve as the recognized resource for assigned areas and perform recruitment, selection, and appointment activities.

Individual tasks related to the duty:

- Reviews management requests to fill positions.
- Ensures that appropriate recall and transfer lists are run and that applicable Civil Service selection and appointment rules and labor contract provisions are adhered to in hires, transfers, reassignments, promotions and demotions.
- 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.
- Screen applications to narrow the applicant pool for manager/supervisor.
- Evaluate candidate credentials to ensure eligibility for competing in the selection process or refer to Civil Service as appropriate.
- Ensures Civil Service selective position requirements are met.
- Coordinate interview scheduling and sending of correspondence to applicants interviewed 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 reference checks for selected applicants and approve all appointments (promotions).

Duty 3

General Summary:

Percentage: 10

Position functions as a Local Coordinator for Content Manager. Serves as the point of contact for the Classifications/Selections and Transaction unit to resolve any system issues, build new system components, and creating reports.

Individual tasks related to the duty:

- Build and maintain workflow templates to meets the needs of the involved units.
- Build and maintain reports for management to track progress of unit and provide metrics for departmental use.
- Troubleshoots system issues with staff and resolve,
- Serves a liaison to DTMB staff when system issues arise that LC cannot resolve and for any new projects for the unit that need record creation.
- Submits security access updates for Treasury-OHR employees.
- Creates and provides training to staff.

Duty 4

General Summary:

Percentage: 10

Provide management and employees with expertise in general HR issues and additional duties as assigned.

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.
- Interprets rules, regulations and union contracts.
- Wherever possible, identify, recommend and implement improvements of the work methods and material.
- Respond to telephone and written employment inquiries.
- Develops and delivers training to Treasury Managers and employees on subject matter within areas of responsibility.
- Participates on the project teams and committees and represents the Division or Department at meetings or conferences related to areas of responsibility
- 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. Decisions made affect Treasury employees and managers.

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

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 serves as recognized resource, performing a variety of professional human resource assignments 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.

This position now serves as the recognized resource for all matters related to classification, selections, recruitment and appointments for assigned areas. Administrator for Content Manager.

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

The Office of Human Resources is responsible for providing a wide range of personnel services to employees throughout their work cycle, including classifications, selections, compensation and employee relations. This position functions as the recognized resource for all matters related to selections, recruitments for assigned areas and assists on effectively meeting the needs of management and employees in all matters related to Human Resources

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 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. Thorough knowledge of and experience with HRMN, PARIS, NEOGOV, Business Objects, and SIGMA. Ability to work under pressure to meet deadlines and to handle conflict effectively with tact and diplomacy.

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

12/13/2021

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