

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

Position Code

1.

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 MICHIGAN STATE POLICE
5. Working Title (What the agency calls the position) HUMAN RESOURCES ANALYST	11. Section HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor GRAY, JENNIFER; STATE ADMINISTRATIVE MANAGER-1	12. Unit CLASSIFICATIONS & SELECTIONS
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, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position performs professional assignments in classification and selections within the Office of Human Resources, for assigned regions. Responsible for reviewing and approving selection recommendations. Responsible for developing, reviewing and determining the proper classification of positions for establishment and reclassification purposes. The position provides guidance to management and employees on general HR issues. This position provides training and performs special projects as assigned.

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

Recruitment and selection activities

Individual tasks related to the duty:

- Post vacancies using the NEOGOV vacancy posting system.
- Process selection appointments and ensure they are compliant with the Civil Service rules and regulations.
- Advise managers and supervisors regarding Civil Service selection rules and regulations.
- Assist managers and supervisors to comprise screening and selection criteria as well as interview questions.
- Screen applications and supporting documents to narrow the applicant pool for the hiring manager/supervisor.
- Conduct and coordinate credential reviews of each applicant to ensure eligibility.
- Ensure department follows Civil Service rules and contractual bargaining agreements concerning drug testing of new hires.
- Assist with on-site reviews conducted by Civil Service.

Duty 2

General Summary:

Percentage: 40

Classifications activities

Individual tasks related to the duty:

- Develop, review and determine proper classification of positions for establishment and reclassification purposes.
- Submits requests to establish or reclassify positions in the Position Action Request Information System (PARIS).
- Review/approve/submit requests to establish or reclassify positions.
- Provides guidance to management in the development and review of senior standards.
- Guides managers on establishing or reclassing to specialist classification.
- Assist in the review and responses to self-initiated desk audit requests and technical appeals
- Monitor and determine appropriate reporting relationships and complete recoding requests as necessary

Duty 3

General Summary:

Percentage: 15

Provide management and members with guidance in general HR issues

Individual tasks related to the duty:

- Represent the HR division at meetings regarding classification and selection issues.
- Provide classification and selections training for supervisors/managers.
- Develop special reports and/or presentations.
- Identify, recommend, and implement improvements on the work methods and processes of the Classifications and Sections Unit.
- 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 of internal policies, procedures and references; identify issues and propose solutions.
- 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.

Decisions made independently at the advanced levels. When actions or proposed solutions to problems either extend beyond the work unit, have broader department impact, or are not clearly within prescribed systems 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 at the keyboard and exposure to monitor. 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. |
| <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?

This position performs professional assignments in classification and selections within the Office of Human Resources, for assigned regions. Responsible for reviewing and approving selection recommendations. Responsible for developing, reviewing and determining the proper classification of positions for establishment and reclassification purposes. The position provides guidance to management and employees on general HR issues. This position provides training and performs special projects as assigned.

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

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 employment services functions 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 the area of 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 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 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:**

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.

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