

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. HUMRDEVEC69N

**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.

|                                                                                                                         |                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                           | <b>8. Department/Agency</b><br>TREASURY CENTRAL PAYROLL                                                                        |
| <b>3. Employee Identification Number</b>                                                                                | <b>9. Bureau (Institution, Board, or Commission)</b><br>Revenue Services                                                       |
| <b>4. Civil Service Position Code Description</b><br>HUMAN RESOURCES DEVELOPER-E                                        | <b>10. Division</b>                                                                                                            |
| <b>5. Working Title (What the agency calls the position)</b><br>Human Resources Developer 9-P11                         | <b>11. Section</b><br>Training                                                                                                 |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>KOLP, KATIE M; STATE ADMINISTRATIVE MANAGER-1      | <b>12. Unit</b>                                                                                                                |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>BUSHONG, JERON F; STATE OFFICE ADMINISTRATOR | <b>13. Work Location (City and Address)/Hours of Work</b><br>Operations Center, Dimondale, MI / Monday-Friday 8:00am to 5:00pm |

**14. General Summary of Function/Purpose of Position**

Treasury's Training Division provides centralized enterprise training support to all of Treasury's service areas.

This position provides training support to new and existing employees in all of Treasury's service areas. This position will collaborate with staff and subject matter experts to design and implement training programs and initiatives to support career development and job excellence.

The position's primary functions include using instructional design to identify training needs and design and deliver training programs and resources to support Treasury's strategic priorities; facilitating virtual and in-person training sessions; establishing and maintaining strong working relationships and effective communication with peers, managers, leaders, and partners; evaluating program effectiveness by gathering feedback, analyzing outcomes and identifying areas of improvement to ensure continued success of training; and ensuring training content and materials remain up to date and relevant.

**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: 60**

Develop and facilitate training programs, sessions, and materials.

**Individual tasks related to the duty:**

- Develop training and development programs and materials. This includes, but is not limited to, curriculum development, eLearning, interactive and multimedia presentations, print publications and more.
- Schedule, coordinate and implement training/development sessions for Treasury staff.
- Facilitate in-person and virtual training, employee development, engagement, team building, and employee onboarding sessions.
- Conduct needs assessment and research prior to development of training sessions to ensure training deliverables meet participant needs.
- Conduct a thorough assessment to identify and evaluate training needs and current practices throughout the department.
- Engage with business area partners to ensure alignment in training materials, messages, and resources.
- Ensure training projects include all appropriate business area partners to ensure project success.
- Develop robust training curriculums that align with the department's strategic priorities and meets the needs of all employees regardless of position and work unit.
- Facilitate recurring training programs on ongoing basis.
- Ensure training materials and presentations are in alignment with the Treasury Style Guide and accessibility requirements.
- Use employee engagement and learning strategies to promote learning, knowledge retention, and applied learning.

**Duty 2**

**General Summary:**

**Percentage: 25**

Evaluate training programs for accuracy and effectiveness; identify areas for enhancement to continually improve the training experience.

**Individual tasks related to the duty:**

- Employ assessment techniques to evaluate training effectiveness.
- Track success of training programs using established metrics.
- Ensure training and training materials remain accurate and up to date.
- Surveys trainees to measure their learning progress and to evaluate the effectiveness of training presentations.
- Prepare reports on training activities, participant progress, and training impacts and provide to Training leadership.
- Identify opportunities for improved efficiency in the various aspects of department processes.

**Duty 3**

**General Summary:**

**Percentage: 15**

Other duties to support Training, as assigned.

**Individual tasks related to the duty:**

- Participate in statewide training initiatives and planning groups.
- Collaborate with the LMS Administrator to appropriately upload trainings into the system, track attendance and run reports.
- Review and respond to inquiries in the training shared mailbox.
- Represent and attend meetings and conferences, present information as applicable.
- Seek out and complete training to continuously improve knowledge base.
- Other duties to support Treasury training initiatives, as assigned.

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

Decisions relative to the means and methods by which the coordination and delivery of the training programs are performed. Prioritize and distinguish between situations that require immediate attention and those that require longer term planning and action

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

Supervisor approval is required if decisions have widespread impact, impact to other agencies, bureaus, or divisions. Decisions regarding major project changes or those that have a significant budgetary impact.

**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.**

This individual will need to both sit and utilize a computer keyboard and have eye contact with the computer display and stand for facilitation of training sessions for periods of time each day. There may also be periods of standing required during certain training facilitations. Travel may be required to facilitate in-person training sessions, transport equipment to training sites, or participate in training and development opportunities. This job is performed in an office environment with the need to meet strict deadlines

**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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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?**

- Develop and facilitate training and development programs, sessions, and materials.
- Evaluate training programs for accuracy and effectiveness; identify areas for enhancement to continually improve the training experience.
- Other duties to support Training, as assigned.

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

Changed the wording in the general summary. The percentages changed on Duties 1 and 2. Tasks were added to Duty 1, changed wording on Duty 2 and also updated tasks. Duty 3 changed to "other duties to support raining, as assigned" and tasks updated.

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

Treasury's Training Division provides centralized training and employee development support department wide. This position will develop, facilitate, and evaluate training and development opportunities for staff. This position will work with staff and subject matter experts within each bureau to create and implement training programs, initiatives, and procedures to promote career development and job excellence.

**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 Developer 9**

No specific type or amount is required.

**Human Resources Developer 10**

One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer.

**Human Resources Developer P11**

Two years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer 10.

**Alternate Education and Experience****Human Resources Developer 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and techniques of staff development, training, and other programs.

Knowledge of the theories of learning and motivation.

Knowledge of planning and evaluating training and programs.

Knowledge of various training and instructional materials and their uses.

Knowledge of the methods of conducting training sessions.

Ability to prepare and/or select training and program materials.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to evaluate and assess staff development, training, and other programs, and recommend methods of improvement.

Ability to plan, develop and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development, training, and other programs.

Ability to maintain records and prepare reports and correspondence related to the work.

**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.***

SONYA CARTER

Appointing Authority

11/5/2025

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