

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

<b>Position Code</b>  1.
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**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> Civil Service Commission
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Human Resources Operations
<b>4. Civil Service Position Code Description</b> Human Resources Specialist 13	<b>10. Division</b> Department of Labor and Economic Opportunity
<b>5. Working Title (What the agency calls the position)</b> Labor Relations Representative	<b>11. Section</b> Office of Human Resources
<b>6. Name and Position Code Description of Direct Supervisor</b> Lardie, Keri, State Office Administrator	<b>12. Unit</b> Labor Relations
<b>7. Name and Position Code Description of Second Level Supervisor</b> Rouse, Noelle, Deputy Director	<b>13. Work Location (City and Address)/Hours of Work</b> 320 South Walnut Street, Lansing Monday – Friday, 8:00 – 5:00

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

This position serves as a staff specialist for the Department of Labor and Economic Opportunity (LEO) responsible for labor relations activities for assigned bureaus/agencies within LEO. The responsibilities of this position include handling all aspects of employee grievances/complaints; meeting with employee organizations; interpreting Collective Bargaining agreements; Civil Service Rules and Regulations, and LEO policies; providing guidance in performance and disciplinary procedures to employees, managers, and administration of the department, conducting disciplinary investigations and conferences, and providing training to management/supervisors on labor relations matters.

**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**

Staff Specialist for the Department of Labor and Economic Opportunity responsible for all labor relations activities for assigned bureaus/agencies

**Individual tasks related to the duty:**

- Leads agency labor/management meetings as a member of the management team. Represents LEO in agency level meetings.
- Leads primary and secondary collective bargaining negotiations for LEO. This includes UAW, ASFCME, MSEA and SEIU (units SEIU HSS, SEIU S&E and SEIU Technical)
- Represents the department by preparing and presenting employers case in arbitration. This responsibility includes witness preparation, brief writing, legal research, and case formulation.
- Negotiate settlement agreements with UAW, ASFCME, MSEA and SEIU (units SEIU HSS, SEIU S&E and SEIU Technical).
- Participate in mediation sessions with authority to negotiate settlement agreements.
- Provide daily, ongoing consultation, direction and guidance to supervisors and managers regarding appropriate strategies and techniques for dealing with employees with performance or misconduct situations. Develop and propose solutions to problems before they materialize, if possible
- Advise/direct managers and supervisors in the response to employee grievances, conferences and responses.
- Serve as the department's representative in the grievance process and employee relations policy disputes.
- Provide consultation to supervisors on complex labor relations issues requiring contract interpretation
- Provide guidance to managers regarding performance plans, reviews, and assist with NEOGOV system. Monitor Needs Improvement Ratings.
- Conduct or review employee investigations when needed for allegations of misconduct or discriminatory harassment.
- Counsel and guide management in the discipline process for represented and non-exclusively represented employees.
- Attend and facilitate discipline conferences for high levels of discipline, such as terminations, suspensions and demotions.
- Ensure adherence to collective bargaining agreements and CS Regulations related to implementation of discipline.
- Formulate recommendations for discipline ensuring a sound basis for imposing discipline with just cause.
- Consult with HR Director on complex situations to ensure consistency of corrective action within LEO.

**Duty 2**

**General Summary:**

**Percentage: 30**

Administration of contracts and other labor relations functions.

**Individual tasks related to the duty:**

- Responsible for application and administration of the UAW, AFSCME, MSEA, SEIU and UAW collective bargaining contracts.
- Responsible for administering Civil Service Rules and Regulations, policies and procedures governing non-exclusively/limited recognition employees.
- Develop and present formal training programs to department supervisors and managers at all levels in the organization on the daily application of the primary and secondary collective bargaining agreement provisions, specifically corrective action and grievance processes
- Interpret contract language and establish department-wide application of the language.
- Represent the department at labor/management meetings. Coordinate the involvement of the department management representatives at these meetings to ensure contractually sound responses.
- Along with OSE, negotiate and sign letters of understanding which are binding under the collective bargaining agreement process.
- Participate on primary or secondary bargaining teams when scheduled.
- Conduct review and research of arbitration and hearing decisions for potential impact on LEO's administrative decisions on Labor Relations issues.

### Duty 3

**General Summary:**

**Percentage: 10**

Other duties as assigned.

#### **Individual tasks related to the duty:**

- Provide backup to other OHR staff members, including assistance with the general phone line.
- Maintain up-to-date knowledge of personnel services policies, procedures and employee benefits. Train and inform managers and employees on any changes.
- Attend staff meetings and meetings as requested by various LEO work areas.
- Respond to telephone and written employment inquiries.
- Provide training on necessary personnel related matters as needed.
- Serve on special committees and perform other duties as assigned.
- Provide input into development of new department policies, work rules or employee handbook information.

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

Daily decisions involving interpretation and application of collective bargaining agreements, Civil Service Rules and Regulations, departmental policies and state and federal laws applicable to employment and human resources management. Provides advice and counsel to management and employees on human resources related issues within assigned program areas. Decisions can affect the organization and management of individual units/divisions throughout the department. Others potentially affected are Civil Service, and OSE. These decisions can impact budget, operations, and internal and external customer of Human Resources services

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

When an issue involves a departure from the departments or statewide historic interpretation of significant contract language, has major budgetary implications, or impacts other state departments, the HR Director should review. All recommendations for termination.

#### **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.**

General office environment.

Sitting at a desk, working on a computer, communicating verbally and in writing.

Travels to department facilities across the state and to other department or office locations as needed.

May need to carry a laptop, accessories, files, binders and books.

#### **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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            |   | Review work.                      |
| N | Approve time and attendance.       | N | 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 staff specialist for the Department of Labor and Economic Opportunity (LEO) responsible for labor relations activities for assigned bureaus/agencies within LEO. The responsibilities of this position include handling all aspects of employee grievances/complaints; meeting with employee organizations; interpreting Collective Bargaining agreements; Civil Service Rules and Regulations, and LEO policies; providing guidance in performance and disciplinary procedures to employees, managers, and administration of the department, conducting disciplinary investigations and conferences, and providing training to management/supervisors on labor relations matters.

**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 Office of Human Resources provides human resource management services and assistance to all managers, supervisors, and employees in the Department of Labor and Economic Opportunity.

**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 Specialist 13 - 15**

Four years of professional experience equivalent to a Human Resources Analyst, including two years equivalent to a Human Resources Analyst P11 or one year equivalent to a Human Resources Analyst 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.  
Knowledge of fiscal planning, budgeting, and management.  
Knowledge of the operational and technical problems involved in the administration of a specialized program.  
Knowledge of the assigned program specialty.  
Administrative Assistant and Specialist:  
Knowledge of methods of planning, developing and administering programs.  
Knowledge of state and federal laws and legislative processes related to the work.  
Knowledge of reporting methods and techniques.  
Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.  
Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.  
Ability to plan, coordinate, and expedite work projects.  
Ability to interpret complex rules and regulations.  
Ability to communicate with others verbally and in writing.

**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.***

MATTHEW DERNOVSHEK  
\_\_\_\_\_

9/5/2025  
\_\_\_\_\_

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**