

1. Position Code

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INFORMATION.

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

POSITION DESCRIPTION

This position description template is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties certify that the information in the template is accurate and complete. If the position is vacant, the supervisor and appointing authority should complete the template information.

This position description will serve as the official classification document of record for this position. Please take the time to complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

Employee's Name (Last, First, M.I.)	Department/Agency
	Civil Service Commission
Employee Identification Number	Bureau (Institution, Board, or Commission)
	Civil Service
Civil Service Position Code Description	Division
Human Resource Specialist 13	CS HUMAN RESOURCES
Working Title (What the agency calls the position)	Section
Human Resources Officer	MDOC CS Human Resources
Name and Position Code Description of Direct Supervisor	Unit
Bond Crystal, State Administrative Manager - 1	Kinross HR Complex
Name and Position Code Description of Second Level Supervisor	Work Location (City and Address)/Hours of Work
Paul Dean State Bureau Administrator - 18	4269 W-M-80 Kincheloe, MI 49784, Monday-Friday 0800-1630

General Summary of Function/Purpose of Position

This position is responsible for the overall Human Resources operation of the assigned work location. This includes management of the HR Office, employee relations, employee grievances, employee disciplines, classification and selections, recruitment, payroll and benefits, disability management (with Central Office) and staff supervision.

For Civil Service Use Only

Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 35%

Employee Relations

Individual tasks related to the duty.

- Consult with and advise staff, managers, and the Wardens on performance and misconduct issues, contractual guidelines, departmental work rules and policies.
- Respond to all requests for information from the Unemployment Agency in a timely manner and prepare and present facility cases before Unemployment Agency referees and Board of Review.
- Ensure employee grievances are appropriately responded to in consultation with the facility Warden.
- Process employee disciplinaries.
- Prepare and submit interrogatories and other necessary documents to the Department of Civil Rights in response to civil rights complaints.
- Monitor timekeeping practices and entry of payroll for the payment of wages and benefits in compliance with Civil Service rules, DTMB, SIGMA, contractual agreements, FLSA, and the Civil Service Compensation Manual.
- Monitor TB testing and respirator medical clearances to ensure all employees are appropriately cleared and oversee random employee drug testing.
- Provides requested information to outside agencies in response to inquiries and represent the facility as needed in various hearings.

Duty 2

General Summary of Duty 2

% of Time 25%

Classification and Selections

Individual tasks related to the duty.

- Prepare and submit classification action requests to Civil Service.
- Recommend appropriate classification actions to Civil Service on classification appeals.
- Review facility positions on a continuous basis to assure accuracy of position descriptions, staffing patterns, position allocations, etc.
- Prepare interview questions and participate on interview panels.
- Assure that facility selections are completed in accordance with the Department Selection Plan approved by the Department EEO Office, Department and Civil Service Policies and Procedures, Bargaining Unit Agreements, and applicable State and Federal laws.
- Assure that employment screenings are conducted in accordance with Department policies and procedures.
- Provide interpretation for five bargaining units, Civil Service Rules and Regulations, policies, procedures, and job aides.
- Ensure a representative applicant pool is available for consideration in the selection process. When necessary, do special recruiting through advertisements, Michigan Works, and Colleges and Universities.

Duty 3**General Summary of Duty 3** **% of Time 20%**

Payroll and ISO/HRMN Transactions.

Individual tasks related to the duty.

- Assure accuracy and timeliness of all ISO/HRMN human resource transactions for facility employees including payroll and benefits.
- Review ISO/HRMN entries made by staff through review of appropriate e-Broadcast reports and error logs.
- Responsible for the explanation and application of fringe benefits for facility employees.
- Interpret appropriate Civil Service Rules, Regulations, contracts, and the timekeeping manual as they apply to the payroll process.
- Audit SIGMA entries made by staff through spot checking of completed timesheets and review of appropriate control and error reports that are available.

Duty 4**General Summary of Duty 4** **% of Time 10%**

Monitor compliance with departmental policy and union contracts relative to employee absences and entitlements, ensuring they are accounted for and bargaining unit contracts, FMLA guidelines and MDOC policies are followed. Work with the Disability Management Unit and facility staff to ensure entitlements are provided. Ensure monthly data reports are submitted and accurately reported.

Individual tasks related to the duty.

- Track employees on leave of absence to ensure contractual language, FMLA, CS rules and regulations, and MDOC policy is being followed.
- Complete monthly reports
- Monitor position vacancies to ensure vacancies are tracked monthly and appropriately reported.
- Ensure MIOSHA reporting requirements are met.
- Ensure compliance with HBV vaccinations.
- Serve as the work location ADA coordinator.

Duty 5**General Summary of Duty 5** **% of Time 10%**

Supervision of staff and other duties as assigned.

Individual tasks related to the duty.

- Develop goals/objectives and determine priorities for staff, plan and assign work, evaluate performance, develop and implement procedures and make recommendations for changes in policy, advise staff, managers, and administration on Human resources issues.
- Reviews all leave requests for staff assigned to the Human Resources Office.
- Trains staff in proper human resources procedures.
- Serves as an appointing authority for the facility.
- Completes projects and other assignments.

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

Interpreting Department and Civil Service policies and procedures, rules and regulations, and bargaining unit agreements.

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

Decisions that do not fall clearly within the above and require clarification or interpretation that may have a statewide impact or a substantial financial impact.

What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standing, sitting, reaching, bending walking. May have contact with prisoners.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.
 Provide formal written counseling.
 Approve leave requests.
 Approve time and attendance.
 Orally reprimand.

Assign work.
 Approve work.
 Review work.
 Provide guidance on work methods.
 Train employees in the work.

Do you agree with the responses from the employee? If not, which items do you disagree with and why?

Yes.

What are the essential functions of this position?

Must be able to communicate effectively both verbally and in writing; must be able to move about the work location; must be able to comprehend and synthesize complex verbal and written information from multiple sources (Civil Service Commission, labor contracts, federal and state laws, department policies etc.); must be able to explain complex regulations to line staff and managers; must be able to meet deadlines.

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

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

The work area provides for the custody, security and supervision of convicted felons/parolees or probationers. This position is responsible for all human resource activities for all employees in the specific work area.

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:

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 Civil Service Commission and the Department of Corrections selection rules, regulations, policies, procedures, and guidelines.
- Knowledge and ability in the supervision of staff.
- Knowledge, skills and abilities in the overall operation and provision of human resource services to employees.

SPECIAL REQUIREMENTS, LICENSES, AND CERTIFICATES:

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

Certain positions may require a criminal history background check.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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

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 the employee(s) or supervisor.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date