

**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 Specialist-2	10. Division MICHIGAN STATE POLICE
5. Working Title (What the agency calls the position) HUMAN RESOURCES SPECIALIST	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 48821 / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position serves as a statewide Classifications and Selections Specialist for the Michigan State Police with responsibility for specific divisions and districts across the agency. This position is responsible for developing and establishing new procedures and providing consultation and guidance to managers and employees on classification and selection activities. This position serves as liaison with department's management and employees, developing and delivering training, providing consultation and guidance with reviewing, approving, denying, and modifying classification actions, proposed organization changes, other related classification activities and selection processes.

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: 75

Serves as MSP Classifications/Selections Specialist responsible for developing/establishing, reviewing, modifying, and implementing departmental selection processes and procedures and resolving complex issues and providing consultation and guidance with all classification activities for assigned areas.

Individual tasks related to the duty:

- Serves as an appointing authority for classifications and selection actions for assigned areas.
- Uses specialized knowledge to develop, establish, implement, and document new procedures or policies and review past policies and procedures for Class>Select when there are changes to Civil Service rules and regulations, federal and state laws, court cases or arbitration decisions, and or implementation of new technology and/or software programs.
- Advise senior leadership more complex classification and selection processes such a agency-wide reorganizations, Civil Service rules and regulations changes, department policies, and employee opportunities for advancement.
- Conduct research on selection processes utilized in the department to determine if appropriate; identifies trends and patterns; researches, analyzes, and makes recommendations to current industry and best practices.
- Ensures audit requirements are met on all selection processes.
- Serves as liaison to managers, supervisors, and employees to provide guidance on work methods regarding classification and selection processes; interpret Civil Service and departmental rules and regulations and union contracts.
- Liaison to Civil Service to facilitate the processing of position actions.
- Represent HR Division at meetings regarding classification and selection issues; meet with department managers and supervisors to discuss proposed selection processes and classification actions.
- Advise managers and supervisors regarding selection rules.
- Ensure department follows Civil Service rules concerning drug testing of new hires.
- Coordinate credential reviews and reference checks for selected applicants and approve appointments (promotions, transfers, reassignments).
- Develop and lead classification studies.
- Review, modify and recommend the establishment, reclassification and structuring of positions within the department.
- Develop establishment/reclassification memos for Specialist actions, providing factoring and rationale.
- Provide consultation and guidance to work areas/dept. leadership on organizational or structural changes within the hiring area to determine if changes will affect positions and concepts relating to classifications and levels.
- Develop and/or review position descriptions for proper classification of positions.
- Utilizing knowledge of Civil Service rules, regulations, and policies, review and process requests for reclassification actions.
- Develop new job specifications and provide recommendations for revising existing specs.
- Provide guidance and consultation in writing and/or reviewing senior standards.
- Identify subclass codes for positions.
- Develop and approve selective position requirements; review, approve, and request selective certification and subclass codes.
- Arrange and assist Civil Service with position reviews and desk audits.
- Review and approve requests to establish or reclassify positions and submit for processing; provide guidance to work area when additional information is needed or on other options when original request is not approved.
- Monitor and determine appropriate reporting relationships and complete recoding requests as necessary.
- Review and develop responses to technical decisions rendered by the Civil Service Commission.
- Advise management/employees in matters relating to compensation issues, special salaries, promotions, demotions, transfers, reassignments and separation.
- Counsel employees regarding career advancement and the interpretation of Civil Service rules and regulations.

Duty

General Summary:

Percentage: 15

Develop and implement training and information to educate managers and employees on selection and classification procedures.

Individual tasks related to the duty:

- Develop, coordinate and conduct classifications and selections related trainings.
- Develop surveys and analyze information to use when recommending procedural changes.
- Design and conduct surveys and studies to use in planning present and future human resource.
- Provide expert advise and assist with troubleshooting class and select related issues and concerns.

Duty 3**General Summary****Percentage: 10**

Perform other duties as assigned including special projects, external committee work, generating employee/position reports using Business Objects and providing designated training.

Individual tasks related to the duty:

- Develop, coordinate and conduct classifications and selections related training.
- Assist in updating 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 that would have a budgetary impact or impact on a large number of employees.
- Decisions which are of a sensitive nature.
- Decisions to implement major organizational changes.

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 a 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):** N Complete and sign service ratings. N Assign work.

N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	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?

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

As the program specialist, this position uses specialized knowledge to develop, establish, implement, and document new procedures or policies and review past policies and procedures for Class>Select when there are changes to Civil Service rules and regulations, federal and state laws, court cases or arbitration decisions, and or implementation of new technology and/or software programs. This position advises senior leadership more complex classification and selection processes such as agency-wide reorganizations, Civil Service rules and regulations changes, department policies, and employee opportunities for advancement. This position conducts research on selection processes utilized in the department to determine if appropriate; identifies trends and patterns; researches, analyzes, and makes recommendations to current industry and best practices.

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 employee services 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 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. Specialist: 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:**

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