

<b>Position Code</b>  1.
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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>	<b>10.Division</b>
Human Resources Technician 7/8/E9	Department of Health and Human Services
<b>5.Working Title (What the agency calls the position)</b>	<b>11.Section</b>
Human Resources Technician	Office of Human Resources
<b>6.Name and Position Code Description of Direct Supervisor</b>	<b>12.Unit</b>
Tamara Szydowski State Administrative Manager 15	Compensation, Payroll & Transactions
<b>7.Name and Position Code Description of Second Level Supervisor</b>	<b>13.Work Location (City and Address)/Hours of Work</b>
DeRose, Mike; Senior Policy Executive 18	235 South Grand Avenue, Lansing Michigan 48900 Monday -Friday, 8am - 5pm

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

This position performs a variety of human resources support activities in support of the Michigan Department of Health and Human Services (MDHHS) for assigned bureaus/offices/regions. Duties include but are not limited to processing a broad range of routine and complex personnel and payroll transactions, performing necessary calculations and entering transactions in HRMN, review and approval of employee timesheets in SIGMA, processing adjustments/modifications in HRMN and SIGMA, as necessary, to ensure that timesheets submitted conforms to applicable laws, Civil Service rules and regulations and bargaining unit contract provisions. Responds to employee inquiries regarding Civil Service Commission rules and regulations, payroll processing functions, and other HR related issues. Substantial follow-up and problem-solving duties are routine. Number of employees serviced is estimated at 1,500.

**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 of Duty 1**

**% of Time 35**

Interpret Civil Service Rules and Regulations, collective bargaining agreement contracts, and MDHHS policies in order to process all payroll, compensation and transaction related actions, including Inputting, updating, and/or retrieving information from Human Resource Management Network (HRMN) system. Answering questions related to transaction entry, compensation, time accrual and reporting, Civil Service Rules and Regulations, department policies and union contracts. Ability to independently troubleshoot by identifying issues/concerns, investigate and offer solutions.

**Individual tasks related to the duty.**

- Process new hires, promotions, transfers, personal and miscellaneous information changes, separations, layoffs, process level changes, preauthorized reclassifications, and leaves of absence. In accordance with applicable Civil Service Rules and Regulations, collective bargaining agreements and MDHHS policies.
- Process all Gross Pay Adjustments, Net Pay Adjustments, Step Increases, and Manual Payments.
- Audit and regularly handle transaction duties including, but not limited to new hires, promotions, transfers, personal and miscellaneous information changes, separations, layoffs, process level changes, preauthorized reclassifications, and leaves of absence.
- Maintain all employee time accrual plans and ensure all are in accordance with Civil Service Rules and Regulations and any applicable bargaining unit agreement(s).
- Ensure all necessary documentation supporting all actions is obtained prior to entry into HRMN system, to ensure compliance with Civil Service Rules and Regulations and any applicable bargaining unit agreement(s).
- Monitor jury duty hours to ensure employee reimbursement is processed; adjust hours to reflect annual leave, if necessary, and advise managers and employees on all policies, Rules and Regulations associated with Jury Duty, reimbursement and time used.
- Monitor expiration dates of limited-term and laid-off employees.
- Investigate and resolve personnel/payroll questions as they relate to departmental rules and policies and Civil Service rules and regulations.
- Calculate WOC GPA and process transactions on bi-weekly basis.
- Review project pay approvals and input necessary documentation into the HRMN system. Process project pay awards.
- Notify employees of rejected EFT transfers; complete and provide necessary information for reissuance of checks.
- Create and maintain training materials for use by internal (HR) and external (MDHHS or other) staff. Train assigned work areas (region, bureau, office) on HRMN and other compensation, payroll, and transactions related areas, including applicable Civil Service Rules and Regulations and collective bargaining unit agreements.

Duty 2

**General Summary of Duty 2**

**% of Time 30**

Bi-weekly Payroll Processing.

**Individual tasks related to the duty.**

- Responsible for completion of payroll in SIGMA for MDHHS employees on a bi-weekly basis. Audit and certify payroll for release.
- Ensure all supporting documentation are submitted and that all documentation and requests meet Civil Service Rules and Regulations, as well as any applicable collective bargaining unit agreement(s).
- Process time and attendance adjustments in SIGMA, ensuring all necessary supporting documentation is obtained prior to entry.
- Update employee schedules in SIGMA default work schedules.
- Review draft procedures regarding time and attendance and provide feedback and recommendations to MDHHS Office of Human Resources management team.
- Research and evaluate contract language in order to provide employees and supervisors with payroll policy and/or contract changes.
- Maintain a filing system for all payroll and required documentation.
- Run SIGMA BI reports such as detailed time reports and Time and Attendance reports for Labor Relations. Run biweekly timesheet reports to assist with payroll review and processing.
- Run bi-weekly reports in SIGMA and reconcile data with information in HRMN, making corrections as needed.
- Run bi-weekly timesheet certification reports to ensure timely compliance.
- Review time for employees on FMLA or other approved leave. Review and evaluate DMO leave reports and/or consult extensively with the DMO, employees, managers and the Office of the State Employer to ensure applicable laws, civil service rules and bargaining contract provisions are adhered to when recording the time and leave credits.
- Notifies DMO if employee is off work for more than 5 days and has not submitted a leave request.
- Train assigned work areas (region, bureau, office) on functions of SIGMA and CSC and CBA provisions related to overtime or other payroll related requirements

Duty 3

**General Summary of Duty 3**

**% of Time 30**

Performs and/or assists with processing of labor relations activities, class and select activities and other human resources related technical and administrative support tasks involving the interpretation and understanding of Civil Service Rules and Regulations, and collective bargaining agreements.

**Individual tasks related to the duty.**

- Review, interpret, and process transactions for grievance settlements, ensuring operational feasibility and compliance with Civil Service Rules and Regulations and applicable Collective Bargaining Agreements.
- Create, modify, maintain, and coordinate New Employee Orientation for new hires in designated work area and ensure all forms are completed and filed in accordance with departmental policy and Civil Service Rules and Regulations.
- Prepare employment verification requests, letters, and civil service audit requests, as required.
- Assist employees with questions regarding insurance benefits and open enrollment.
- Provide information to employees and managers regarding personnel issues, policies and procedures, Civil Service rules and regulations, and collective bargaining agreements.
- Performs activities related to the preauthorized reclassification of employees.
- Reviews, approves, and processes Plan A's and C's, telecommuting request, and alternative work schedules, in accordance with departmental policy and Civil Service Rules and Regulations.
- Attend HRCN meetings and update Payroll, Transactions and Performance Management team on upcoming changes related to systems, policies, and programs.
- Compose correspondence as necessary for HR Director and/or OHR Management Team.
- Review and respond to all inquiries from employees and managers within assigned work areas, DMO, and Employee Benefits Division related to HR processes.
- Assist MDHHS employees with all questions related to retirement
- Upon request from an employee preparing to retire, have one-on-one meeting to discuss final payouts and provide contact information (Office of Retirement, VOYA, Employee Benefits Division, etc.)
- Utilize extensive compensation knowledge to understand and interpret Civil Service rules and regulations as they relate to continuous service, defined benefit, and leave payouts

Duty 4

**General Summary of Duty 3**

**% of Time 5**

Other duties

**Individual tasks related to the duty.**

Assist in 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.**

Provides daily contact with various persons from all phases and levels within the agency as well as outside agencies. This position requires exercising considerable independence in the selection of proper courses of action

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

All appointment actions require review and approval signature of supervisor. This also includes pay adjustments, hour's adjustments, and reclassifications. Unique situations may require supervision when no guidelines are available.

**18. 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.**

The work is primarily in an office setting, sitting approximately 50% of time, lifting, bending, stooping to files and keying on computer for the majority of the day

**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):

- |   |  |
|---|--|
| <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?

Position's primary responsibilities are to maintain an ongoing understanding of Civil Service Rules and Regulations, and all collective bargaining agreements in order to independently process appointments and other complex and routine HRMN/ISO/NeoGOV transactions, verify and audit pay rates, review and approve time and attendance, respond to audits, implement complex grievance settlements, maintain accurate HRMN/ISO/NeoGOV records, recoup over issuances, and work with employee benefits to resolve benefit issues.

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 work area processes the full range of human resource transactions for MDHHS, as described in the essential duties; this position performs these responsibilities for assigned geographical work areas, covering approximately 1,500 employees.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

Education typically acquired through completion of high school

**EXPERIENCE:**

**Human Resources Technician 7** One year of experience equivalent to a Human Resources Assistant 7; or one year equivalent to a Human Resources Customer Service Representative E8 in state service; or one year of administrative support experience equivalent to the 7-level in state service.

**Human Resources Technician 8** One year of experience equivalent to a Human Resources Technician 7; or two years of experience equivalent to a Human Resources Assistant, including one year equivalent to a Human Resources Assistant E8; or two years of experience equivalent to a Human Resources Customer Service Representative E8, or one year of experience equivalent to a Human Resources Customer Service Representative 9 in state service.

**Human Resources Technician E9** Two years of experience equivalent to a Human Resources Technician, including one year equivalent to a Human Resources Technician 8; or three years of experience equivalent to a Human Resources Assistant, including one year equivalent to a Human Resources Assistant 9; or three years of experience equivalent to a Human Resources Customer Service Representative E8, or two years equivalent to a Human Resources Customer Service Representative 9 in state service

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of bargaining unit and Civil Service requirements pertaining to compensation, knowledge of timekeeping rules and regulations, experience entering SIGMA and HRMN/ISO transactions, good interpersonal skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**