

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. HUMRTCHAB08N

## 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 TECHNICIAN-A	10. Division DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
5. Working Title (What the agency calls the position) HUMAN RESOURCES TECHNICIAN	11. Section OFFICE OF HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor LANE, CATHERINE M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor RUSSELL, FRANK R; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W. ALLEGAN STREET, LANSING MI / MONDAY - FRIDAY, 8 AM TO 5 PM

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

This position assists in a number of areas within the Office of Human Resources, serving as the recognized resource for Human Resource Technician functions for DTMB. Duties include but are not limited to primary contact regarding payroll and transactions for the Governor's Office, autonomous entities such as State Budget Office (SBO), Office of Children's Ombudsman (OCO), and Office of State Employer (OSE), and other areas as assigned. In addition, this position researches the most complex payroll issues regarding SIGMA/TELL for DTMB, oversight of SIGMA timekeeper security, review and audit of all HRMN transaction reports and verification of audit compliance, responding to questions and issues for all HR mailboxes, Responsible for managing the HR procurement card, overtime exception requests, limited-term appointment dates and verifying background checks for temporary employees working within DTMB. Responsible for using HRMN, SIGMA, NEOGOV PE, Business Objects, SharePoint, Excel and other databases to create and run reports. The position will be heavily relied upon for managing office supplies and equipment.



**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**

Serves as the recognized resource and subject matter expert for HR actions for the Governor's Office autonomous entities and other areas as assigned, and HRMN, SIGMA and NEOGOV PE processes. Process complex transactions for all of DTMB.

**Individual tasks related to the duty:**

- Process all transactions and payroll for the Governor's Office, SBO, OCO, OSE and any other autonomous entity
- Point of contact for TELL team and all complex payroll issues, including SIGMA processing and corrections.
- Approver for SIGMA timekeeper security
- Provide guidance and additional training to employees and managers on functions of SIGMA/TELL processing.
- Review and monitor all HRMN transaction reports and verification of audit compliance
- Process all grievance settlements and arbitration awards for DTMB or autonomous entities.
- Ensure all payroll and transaction processes are compliant with CS Rules and Regulations, DTMB policies and CBA contracts.
- Develop and run reports out of SharePoint, NEOGOV, and Business objects 4.1.

**Duty 2**

**General Summary:**

**Percentage: 25**

Verification and audits of reports and processes.

**Individual tasks related to the duty:**

- Process all overtime exception requests. Work with finance/budget to verify approvals.
- Run, review and process all HRMN reports, including but not limited to, limited-term appointments, part-time employees, etc.
- Monitor and review all transaction error reports and audit requests.
- Point of contact for verification and processing of all background checks for temporary employees.

**Duty 3**

**General Summary:**

**Percentage: 10**

Office Administration.

**Individual tasks related to the duty:**

- Provide assistance to the HR Manager and HR Director
- Monitor of all HR mailboxes. Review, answer or forward emails as required.
- Review, audit and management of the P-card for purchases within HR
- Manage office equipment maintenance, office inventory, telephony and computer updates, etc.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Assist with training of new HR staff related to SIGMA, PE and HRMN transactions.
- Back up to other HR techs as needed or assigned.

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

Routine decisions on transactions, payroll issues and processing of daily activities.

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

Any changes to policies or procedures, or outside the scope of CS rules and regulations.

**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.**

Typical office environment may involve bending and lifting of packages, boxes, or filing. Sitting in front of a computer for long periods of time.

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?

Serves as the recognized resource for Human Resource Technician functions for DTMB. Duties include but are not limited to primary contact regarding payroll and transactions for the Governor's Office, SBO, OCO, OSE and other autonomous entities, handling of all complex payroll issues regarding SIGMA/TELL for DTMB, SIGMA timekeeper security, review and audit of all HRMN transaction reports and verification of audit compliance.

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

N/A

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

The work area provides all human resources support to DTMB, the State Budget Office, Office of State Employer, Office of Children's Ombudsman and the Governor's Office. This position is an integral part of providing customer service to managers and employees of these work areas.

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 10**

Three years of experience equivalent to a Human Resources Technician, including two years equivalent to a Human Resources Technician 8 or one year equivalent to a Human Resources Technician E9; or four years of experience equivalent to a Human Resources Assistant, including two years equivalent to a Human Resources Assistant 9; or three years of experience equivalent to a Human Resources Customer Service Representative 9; or one year as an Office Supervisor 9 with the PRSL subclass code in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Excellent computer skills: word, excel, SharePoint, MIDB, Business Objects, HRMN  
Excellent communication skills  
Excellent customer service skills

**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.***

SALLY VAN VYVE

3/23/2021

\_\_\_\_\_  
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