

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

**Position Code**

1. HUMRTCH

## 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 RESOURCE OPERATIONS
<b>4. Civil Service Position Code Description</b> HUMAN RESOURCES TECHNICIAN	<b>10. Division</b> MICHIGAN DEPARTMENT OF TRANSPORTATION
<b>5. Working Title (What the agency calls the position)</b> HUMAN RESOURCES TECHNICIAN	<b>11. Section</b> OFFICE OF HUMAN RESOURCES
<b>6. Name and Position Code Description of Direct Supervisor</b> DELUCA, THERESA L; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> COMPENSATION
<b>7. Name and Position Code Description of Second Level Supervisor</b> MEYER, JONATHAN S; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. OTTAWA, LANSING MI 48909 / MONDAY - FRIDAY, 8 AM TO 5 PM

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

This position is responsible for SIGMA UDOC security and workflow approvals, as well as providing technical support to the Michigan Department of Transportation (MDOT) for assigned bureaus/offices/regions. Completes 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. This position assists with performance management functions, maintaining various employment files and assists with organizing and conducting MDOT's New Employee Orientation. Responsible for auditing activities. Will create and run various reports using Business Objects and Business Intelligence. For assigned areas is the point of contact for a wide variety of inquiries from employees, managers, Disability Management Office (DMO), and Employee Benefits Division related to HR 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: 50**

Responsible for the most complex HR technician functions for assigned work areas, to include SIGMA UDOC security and workflow approvals and processes all payroll transactions for assigned work assigned bureaus/offices/regions

**Individual tasks related to the duty:**

- Review employee timesheets and take appropriate action to ensure accuracy of entries, appropriate approvals have been applied, and all entries comply with Civil Service Commission rules and regulations, applicable bargaining agreements, and the Fair Labor Standards Act
- Review and determine appropriateness of requested time and attendance adjustment requests, ensure necessary approvals, and process necessary adjustments payroll and/or hours in SIGMA and HRMN, as appropriate
- Research and respond to employee and manager questions related to payroll, DMO, and benefit issues
- Process payments for clothing allowance, compensation time payoffs, and grievance settlements, performing all necessary calculations to determine appropriate payment
- Counsel departmental users on proper policies and procedures for reporting hours worked
- Prepare documentation and perform calculations for imprest cash warrants
- Determine overtime eligibility for MDOT staff based on employee classification and applicable Civil Service rules and regulations and bargaining unit agreement provisions; process exemption request of Office of Compliance, monitor expiration of approved overtime requests and notifies managers
- Train assigned work areas (region, bureau, office) on functions of SIGMA, Civil Service regulations and Collective Bargaining Agreement provisions related to time entry and other payroll related requirements
- Conduct SIGMA timekeeper training courses
- Review SIGMA UDOC security roles and workflow request for appropriateness based on the duties and responsibilities of the employee's position and approve or reject, as appropriate. Ensure appropriate documentation has been provided to support the requested access
- Respond to questions and resolve issues/concerns related to UDOC submissions
- Attend SIGMA security related meetings
- Assist and respond to the Information Security Officer requests/inquires

**Duty 2**

**General Summary:**

**Percentage: 40**

Process routine and the most complex personnel transactions for assigned work areas. Audit activities. Track and monitor staff performance evaluations in assigned work areas to ensure timely completion of probationary and annual performance reviews.

**Individual tasks related to the duty:**

- Input personnel transactions in the statewide Human Resources Management Network System (HRMN) such as hires, pay rate increases, job changes, process level changes, net pay adjustments, departures, personal information changes and other miscellaneous updates, ensuring compliance with applicable policies, rules, regulations and established procedures
- Review personnel documents, including hiring documents, for accuracy, completeness and conformance with all applicable guidelines; request clarification, corrections, authorizations and additional information when necessary
- Reference bargaining unit agreements and Civil Service rules and regulations for specific pay and benefit circumstances
- Point of contact for inquiries from employees and managers within assigned work areas, DMO, and Employee Benefits Division related to HR processes
- Audit activities performed by the Compensation Team members. Evaluate accuracy, identify appropriate corrective actions needed, track error rates
- Assist with maintaining accurate employee personnel files
- Process departures, including retirements, and verify accuracy and completion of all payoffs
- Assist with monitoring the HRMN mailbox
- Track and maintain the various required licenses and expiration dates (Engineer, CDL, Electrician and Restate)
- Review and process annual leave donation requests ensuring compliance with applicable Civil Service rules & regulations and Bargaining Unit Agreement provisions
- Serve as MDOT HR representative for HR Communications Network Committee (HRCN) meetings and updates management on change/compliance, etc.
- Train assigned work areas (region, bureau, office) on HRMN related functions

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

- Review and process Remote Work Agreement forms
- Assist with developing, organizing, and conducting New Employee Orientation
- Responds to inquiries from employees and managers in assigned work area related to all areas of human resources
- Timely respond to inquiries received from staff at all levels of the organization and the general public related to a variety of HR issues
- Create and run various Business Objects and Business Intelligence reports
- Assist in completing other duties within the office, as assigned (i.e. Content Manager, assisting the Staffing team, random audits, etc.)
- Attend conferences, workshop and other training sessions as deemed necessary by supervisor to stay current on systems and processes relative to areas of responsibility
- Assist with training new staff members
- Other duties and projects, as assigned

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

Position essentially follows established agency policies and procedures, HRMN and payroll established guidelines, CSC rules and regulations. The position does, however, make independent decisions related to processing of personnel and payroll actions based on interpretation of CS rules and regulations and CBA provisions.

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

Interpretation of Civil Service Commission rules and regulations and Collective Bargaining Agreements that are beyond the scope of authority delegated to this position. Decisions that have statewide impact on the department. Politically sensitive transactions.

**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.**

Walking, standing, stooping, bending, accessing file cabinets, copy/fax machine, delivering materials to file room and agency offices. General office duties. This position works under tight timelines which may be stressful at times. Some travel is required.

**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):**

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

Responsible for SIGMA UDOC security and workflow approvals, as well as providing technical support to the Michigan Department of Transportation (MDOT) for assigned bureaus/offices/regions. Completes 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. This position assists with performance management functions, maintaining various employment files and assists with organizing and conducting MDOT's New Employee Orientation. Responsible for auditing activities. Will create and run various reports using Business Objects and Business Intelligence. For assigned areas is the point of contact for a wide variety of inquiries from employees, managers, Disability Management Office (DMO), and Employee Benefits Division related to HR processes.

**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 function of the Compensation and Staffing Support Area is to process payroll and personnel transactions, recruit and staff qualified employees, reclassify employees, properly classify duties, interpret personnel-related procedures for employees and supervisors and conduct related training. This position processes SIGMA UDOC security and workflow approvals, personnel and payroll transactions in HRMN and SIGMA and assists with coordination, oversight and presentation of monthly New Employee Orientation sessions. The position also provides payroll related training to assigned 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 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.

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.

**Alternate Education and Experience:**

**Human Resources Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirements.

**Human Resources Technician 8**

Possession of a Bachelor's degree may be substituted for the experience requirements.

**Human Resources Technician E9**

Possession of a Bachelor's degree and one year of human resources related experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Human Resource Management Network (HRMN), the Michigan.

Information Database (MIDB) Business Objects, and/or agency-specific databases.

Knowledge of automated human resource and payroll systems.

Knowledge of Michigan Civil Service Commission rules, regulations, forms, and procedures.

Knowledge of collective bargaining agreement provisions and/or procedures.

Knowledge of departmental personnel policies, procedures, and practices.

Knowledge of general office practices.

Knowledge of correct English usage and grammar.

Ability to perform mathematical calculations.

Ability to select and compile data for correspondence or reports.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to assume responsibility and work independently.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to communicate effectively.

Ability to type.

Ability to conduct established training sessions, workshops, conferences, seminars and programs regarding staff development and training.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Certain Positions may require a criminal history background check.

***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

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

9/1/2021

\_\_\_\_\_  
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