

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 ANALYST-A	10. Division Office of Human Resources – Michigan Department of Transportation
5. Working Title (What the agency calls the position) Classifications and Selections Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor COLE, KELSEA; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DELUCA, THERESA L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, Michigan 48909 / Monday – Friday 8:00 a.m. – 5:00 p.m. (or as approved by supervisor)

14. General Summary of Function/Purpose of Position

This position functions as the recognized resource in the area of Classification and Selections within the Office of Human Resources, for assigned regions. This position is responsible for reviewing, evaluating, approving/denying, and modifying all classification actions, proposed organizational changes, and related activities (e.g., research and analysis of workforce, development and review of new specialist criteria/senior standards, unique/atypical classification issues, reviewing/updating job specifications, etc.). Additionally, this position is responsible for advising and consulting on selection processes for the Department, including reviewing applications for consideration in filling positions within the Michigan Department of Transportation (MDOT).

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: 45

As the recognized resource, review, modify, and recommend the establishment, reclassification, and structuring of positions within the Department, including the most complex and unique classification decisions (e.g., specialist requests including factoring positions, developing senior/specialist standards, etc.) within assigned regions.

Individual tasks related to the duty:

- Provide technical assistance to Personnel Liaisons, employees, and managers on the classification of positions.
- Handle all agency classification actions for assigned regions which includes, but is not limited to, reviewing and evaluating position descriptions in accordance with Civil Service job specifications, senior standards, specialist standards, etc. to determine the appropriate classification/level, processing reclassifications, processing working out of class assignments, etc.
- Serves as liaison with Civil Service Office of Classifications, Selections, and Compensation (OCSC) regarding position actions.
- Coordinate with Labor Relations staff to have test designated positions submitted to the Office of State Employer
- Provide guidance to MDOT employees regarding career advancement, pay rate determinations, and the interpretation of Civil Service rules and regulations.
- Review and respond to technical decisions rendered by the Civil Service Commission
- Continuously review, maintain and propose enhancements to guidance documents and operational protocols to drive process efficiency and compliance with evolving standards.
- Lead meetings with managers and Personnel Liaisons to obtain additional information for establishment, reclassification, and/or position update requests.
- Review, evaluate, and assist in the formulation of senior standards and specialist concepts.
- Consult, recommend, and advise management on all organizational structure activities.
- Review and make recommendations for modification of job specifications which includes researching comparable positions in other states.
- Monitor and determine appropriate reporting relationships and department code assignments and complete recoding requests as necessary.
- Review, maintain, and recommend updates to guidance documents and operating instructions to continuously ensure process efficiencies.
- Identify subclass codes/Selection Position Requirements (SPR) needed on positions.

Duty 2

General Summary:

Percentage: 35

As the recognized resource, responsible for oversight of all selection processes for assigned regions.

Individual tasks related to the duty:

- Provide technical assistance to Personnel Liaisons, employees, and managers on Civil Service rules and regulations as it relates to the selections process and department practices.
- Develop and post position vacancies via NEOGOV.
- Ensure all selection actions comply with Civil Service rules, regulations, and policies, bargaining unit requirements and departmental policies and procedures.
- Assist managers and supervisors in development of supplemental questions and selections criteria/interview questions.
- Review and approve all selections criteria/interview questions for all postings within assigned regions.
- Work with the hiring area to screen applicants to determine final applicant pool.
- Evaluate candidate credentials to ensure eligibility for competing in the selection process.
- Ensure department is in compliance with CS Rule 1-7 (Drug Testing of New Hires) and bargaining unit contract provisions.
- Review and approve recommendation memos for compliance with selection procedures.
- Review and process all appointments, promotions, transfers, and job changes.
- Review requests for new hire pay rates to ensure compliance with Civil Services rules and regulations and, if applicable, make recommendations to management regarding approval/denial.
- Respond to inquiries regarding the compensation plan and pay rates.
- Review and respond to technical decisions rendered by the Civil Service Commission.

- Serve as member on interview panels.
- Represent Department at classification technical appeal hearings conducted by Civil Service.

Duty 3

General Summary:

Percentage: 10

Act as liaison for the Office of Human Resources with Department personnel liaisons, their agencies, and the general public.

Individual tasks related to the duty:

- Represent OHR at meetings regarding classification and selection actions.
- Provide classification and selections training for personnel liaisons and supervisors/managers.
- Develop special reports and/or presentations.
- Participate in department-wide focus teams as an OHR representative.
- Identify, recommend, and implement improvements on the work methods and processes of the Office of Human Resources.

Duty 4

General Summary:

Percentage: 5

Work with MDOT staff to facilitate workforce programs (e.g., Career Pathways Program, Internship Program, Engineering Development Program, etc.) in coordination with the Office of Organizational Development.

Individual tasks related to the duty:

- Evaluate candidate credentials to ensure eligibility for competing in the selection process.
- Assist with recruitment activities.
- Ensure all selection actions comply with Civil Service rules, regulations, and policies, bargaining unit requirements, and departmental policies and procedures
- Screen applicants to determine final applicant pool.
- Review and approve recommendation memos for compliance with selection procedures.
- Assist in the creation/maintenance of selection process documentation and processes for the Workforce Programs.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Coordinate and complete human resource projects and special assignments.
- Represent OHR at meetings regarding classification and selection actions.
- Identify, recommend, and implement improvements on the work methods and processes of the Office of Human Resources.
- Conduct on-site position reviews/audits as assigned.
- Train staff.
- 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.

All classification and selections decisions for assigned regions. These decisions affect the assigned regions and applicants to posted positions.

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

Issues that involve changes in policies and procedures and issues that may affect regions assigned to other analysts/specialists.

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.

Ability to work from a computer for extended periods of time. Ability to participate in meetings which sometimes requires travel. This position works with tight and multiple deadlines.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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.

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

The Office of Human Resources is responsible for advising and consulting managers on all classifications and selection activities for the Department, recruiting qualified candidates, and ensuring managers follow all required Civil Service rules and regulations and collective bargaining agreement provisions. This position is responsible for all classifications and selections actions for assigned regions.

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 Analyst 12

Three years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- State government organization and structure, functions, and classifications.
- Michigan Civil Service Commission rules, regulations, forms, and procedures.
- Departmental personnel policies, procedures, and practices.

Ability to:

- Interpret and apply collective bargaining agreement provisions and/or procedures to work assignments.
- Determine work priorities.
- Make decisions and take appropriate actions.
- Meet schedules and deadlines of the work area.
- Communicate effectively.
- Maintain favorable public relations.
- Collect, analyze, and interpret data.

**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.

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