

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

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 Classification of Position Human Resources Analyst-E 9-P11	10. Division Office of Human Resources – Michigan Department of Transportation
5. Working Title of Position (What the agency titles the position) Classifications and Selection Analyst	11. Section
6. Name and Classification of Direct Supervisor Kelsea Cole, State Administrative Manager 15	12. Unit
7. Name and Classification of Next Higher Level Supervisor Theresa De Luca, State Office Administrator 17	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 an analyst in the area of Classifications and Selections within the Office of Human Resources responsible for reviewing and evaluating all classification actions, proposed organizational changes, and related activities. This position is also responsible for coordinating the selection process for positions within the Michigan Department of Transportation (MDOT).	

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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** 45

Review and evaluate classification actions (e.g., establishments, reclassifications, position description updates, structuring of positions) within MDOT.

Individual tasks related to the duty.

- Review and analyze position descriptions in comparison to appropriate job specifications, senior standards, specialist criteria, etc.
- Process reclassification actions ensuring compliance with Civil Service rules and regulations, employee/position eligibility, and ensuring position descriptions document the evolution of the position.
- Review and evaluate organizational structure activities to ensure all positions are properly classified. Work with senior staff/management as appropriate to implement organizational changes.
- Review job specifications and propose changes as appropriate to assist in obtaining qualified candidates for positions.
- Assist in the formulation of senior standards/specialist standards.
- Monitor and determine appropriate reporting relationships and complete recoding requests.
- Recommend changes/updates to processes/procedures/instructions.
- Assist in the development and approval of selective position requirements and subclass codes.
- Participate in and attend meetings regarding classification actions.

Duty 2

General Summary of Duty 2 **% of Time** 45

Coordinate the selection process for position vacancies.

Individual tasks related to the duty.

- Develop and post vacancies via NEOGOV.
- Review/approve interview questions/selections criteria to be used in the interview process.
- Work with hiring area to filter and apply screening criteria to potential candidates ensuring a fair and equitable process for all applicants.
- Evaluate candidate credentials and/or submit to Civil Service Central Office staff to ensure eligibility for competing in the selection process.
- Serve as member on interview panels, as needed.
- Ensure department is in compliance with CS Rule 1-7 (drug testing of new hires) and bargaining unit contract provisions.
- Review and process all appointments, promotions, transfers, and job changes.
- Review recommendation memos for compliance with selection procedures.
- Review and respond to technical decisions rendered by the Civil Service Commission.
- Represent MDOT at classification technical appeal hearings conducted by Civil Service.
- Participate in and attend meetings regarding selection processes.

Duty 3

General Summary of Duty 3

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

- Participate in classification and selections training for personnel liaisons and supervisors/managers.
- Participate on department-wide focus teams as an OHR representative.
- Develop special reports and/or presentations.
- Conduct on-site position reviews/audits.
- Coordinate and complete human resource projects and special assignments.
- Train staff.

- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Exercises discretion to interpret guidelines and apply them to variety of related and/or unrelated circumstances. Wherever possible, identify, recommend, and implement improvements on the work methods and material.

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

Issues that involve changes in policies and procedures.

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

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 classification titles of classified employees whom you immediately supervise or oversee 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. My responsibility 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. |

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?
Yes.

23. What are the essential duties of this position?

This position functions as an analyst in the area of Classifications and Selections within the Office of Human Resources responsible for reviewing and evaluating all classification actions, proposed organizational changes, and related activities. This position is also responsible for coordinating the selection process for positions within the Michigan Department of Transportation (MDOT).

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

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 works with Personnel Liaisons, managers, and supervisors to classify and fill positions.

26. In your opinion, 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 or equivalent state experience.

EXPERIENCE:

Human Resources Analyst 9:

No specific type or amount is required.

Human Resources Analyst 10:

One year of professional experience providing human resources services equivalent to a Human Resources Analyst 9.

Human Resources Analyst P11:

Two years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst 10.

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.
- Communicate effectively.
- Maintain favorable public relations.
- Collect, analyze and interpret data.

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.

27. 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

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

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

Appointing Authority's Signature

Date