

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 CORRECTIONS
5. Working Title (What the agency calls the position) HUMAN RESOURCES TECHNICIAN	11. Section JACKSON CORRECTIONAL FACILITIES
6. Name and Position Code Description of Direct Supervisor ACHOUR RAHIF; HUMAN RESOURCES MGR-3	12. Unit OFFICE OF HUMAN RESOURCES
7. Name and Position Code Description of Second Level Supervisor BROWN, TAMMY L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 4000 COOPER STREET, JACKSON, MI 49203 / MONDAY - FRIDAY, 8:00 AM TO 4:30 PM
14. General Summary of Function/Purpose of Position This position serves as recognized resource, performing complex human resource technician functions for the Jackson Correctional Facilities. Assigned areas are the Charles Egeler Reception and Guidance Center and the Duane Waters Prison Hospital (Health Care staff). This position trouble-shoots HR related problems, trains staff, processes payroll and transactions, processes selections, provides new employee orientation and works with disability management staff.	

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: 40

Serves as recognized resource for technical support of human resource functions for assigned areas. Responsible for independent personnel maintenance of all employees in area of responsibility. Maintains an employee caseload and is responsible for processing payroll and transactions for same. Provides information/assistance to all field HR Assistant questions and concerns. Handles by remote or in-person visits, as needed, to customer facilities and offices to discuss appointment methods, to trouble-shoot, and to train staff of new methods to ensure rule compliance.

Individual tasks related to the duty:

- Maintains confidential personnel, medical, and discipline files.
- Enters, retrieves, reviews and approves information using the SIGMA, Ultra Time and HRMN systems. May utilize OMNI database as needed.
- Uses various communication venues, such as email, telephone and voicemail, correspondence, facsimile, and other electronic media to address customer needs. Locates and utilizes appropriate reference materials to find answers and to explore work-related matters.
- Trains, provides assistance to field human resource assistants in their performance of tasks.
- Confidentially meets with employees regarding pay, classification, personal issues as they pertain to the job and/or benefits, personnel issues, promotional opportunities, etc.
- Coordinates and maintains records on programs including but not limited to Hepatitis B testing's, TB testing, SCBA and Gas mask.

Duty 2

General Summary:

Percentage: 30

As recognized resource for technical human resources functions, serves on interview panels ensuring that selection procedures are followed. Recommends hires, including new hires, transfers, promotions, recalls, reinstatements, etc. to the Human Resource Officer. Daily contact with customers, Bureau and Division Managers, and Civil Service. Ensures all credential reviews are processed in accordance with Civil Service requirements. Ensures all appointments are processed properly in accordance with EEO, Civil Service and standardized guidelines.

Individual tasks related to the duty:

- Drafts vacancy postings on NEOGOV, reviews and refers candidates for interviews.
- Prepares selection plan and appointment packets on all positions.
- Reviews bargaining unit agreements for transfer/recall obligations.
- Reviews resumes.
- Serves on interview panels and makes hiring recommendations to management.
- Prepares selection plan and appointment packets on all positions.
- Identifies potential problem areas related to appointments or application evaluation and offers solutions.

Duty 3

General Summary:

Percentage: 15

Performs special projects as assigned. Resolves errors and corrections for audits and grievances.

Individual tasks related to the duty:

- Uses calendar and other available communication mechanisms to track progress on tasks and projects.
- Creates and extracts data from Business Objects.
- Meets with employees and supervisors regarding employee relations problems, work performance problems. Offers reasonable solutions or refers to supervisor.
- Researches Civil Rights complaints and extracts necessary data when needed.

Duty 4

General Summary:

Percentage: 10

Report processing

Individual tasks related to the duty:

- Gathers information and prepares Vacancy Tracking Reports for multiple facilities.
- Serves as the HR liaison for budget meetings for assigned facilities.
- Prepares month end reports for assigned facilities.

Duty 5

General Summary:

Percentage: 5

Works with the Corrections Central Human Resources Office on disability management functions.

Individual tasks related to the duty:

- Ensures initial and follow up contact is made by human resources staff to employees absent from work on extended leave.
- Works with Central Office Technical/Disability Unit to ensure employees are afforded rights under FMLA, accommodations, return to work, light duty, and worker's compensation issues and coordinates processing of same.
- Monitors long term employee absences ensuring worker's compensation, long term disability, FMLA and contractual entitlements are afforded to employees.
- Communicates with various departments and outside sources in resolving employee disability management issues (i.e. Department's disability management coordinator, worker's compensation specialists, rehabilitation consultants, etc.).
- Assists the Human Resources Officer in coordinating the Transitional Employment Program and preparing reports as required

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

Has the authority to process any type of appointment such as promotions, transfers, hires, grievance settlements, etc. Must research Civil Service, Department and Bargaining Unit rules and contracts to determine that the selection method was used properly. Should fault be found in the process, has the authority to go to the party requesting the transaction to deny the request and explain the reason(s) for the denial.

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

Interpretation of complex, unfamiliar, or unclear contract language, Civil Service rules, or department policies, procedures, rules, guidelines, etc.

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.

Standing 15% Walking 10%
Sitting 60% Bending 5%
Reaching 5%
Carrying 5%

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?

This position serves as recognized resource, performing complex human resource technician functions for the Jackson Correctional Facilities. Assigned areas are the Charles Egeler Reception and Guidance Center and the Duane Waters Prison Hospital (Health Care staff). This position trouble-shoots HR related problems, trains staff, processes payroll and transactions, processes selections, provides new employee orientation and works with disability management staff.

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

This position is being reclassified to the HR Technician 10 level. The incumbent of this position has successfully completed one year of full-time experience in the State Transitional Period and is performing satisfactorily.

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

To provide human resource services to departmental personnel. Ensure all actions are within Civil Service Rules, Department Policy, etc. Provide human resource and human resource-related training and assistance to all employees within areas of responsibility.

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:

Considerable knowledge of rules, practices and procedures used in public personnel administration; state government organization and missions; functions assigned to various occupations in state government; Michigan Civil Service Commissions rules, regulations, forms and procedures related to the work; collective bargaining agreement provisions and/or procedures related to the work; personnel activities involving various personnel actions; HRMN, MIDB, and/or department specific databases to produce personnel reports; state automated human resource or payroll systems, interviewing techniques used to collect data. Ability to select and compile data for correspondence and reports; apply standards and guidelines to individual situations to identify acceptable and/or problem circumstances; meet officials of government and industry and the public to explain personnel operations; conduct established training sessions,

workshops, conferences, seminars and programs regarding staff development and training; communicate effectively; maintain favorable public relations; assume responsibility and work independently; follow complex instructions.

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.

N/A

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

Appointing Authority

9/6/2023

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