

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 Resources Operations
4. Civil Service Position Code Description Human Resources Analyst-A	10. Division Michigan Department of Corrections
5. Working Title (What the agency calls the position) Human Resources Analyst	11. Section Kinross Complex HR
6. Name and Position Code Description of Direct Supervisor Karen Johnston; Human Resources Specialist-2	12. Unit Office of Human Resources
7. Name and Position Code Description of Second Level Supervisor Crystal Bond; State Administrative Manager - 1	13. Work Location (City and Address)/Hours of Work 4269 W M80, Kincheloe, MI 49788 Monday - Friday, 8 AM to 4:30 PM
14. General Summary of Function/Purpose of Position This position serves as the Recognized Resource for the Kinross Complex HR hiring processes. Monitors the selection process to ensure compliance with EEO standardized selection guidelines. Responsible for the areas of classification, selection, and recruitment. Assists the HRO in the employee discipline process ensuring that the HR office adheres to the MDOC Employee Discipline Policy Directive 02.03.100 and the appropriate bargaining unit agreements and Civil Service Rules regarding the discipline process. Independently performs the more difficult human resource activities, as well as troubleshoots and trains Human Resource Assistants on Human Resource programs. Provides training as needed to Human Resource Assistants regarding departmental program changes that affect HR offices.	

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

As a recognized resource for the Kinross Complex hiring processes and responsible for the areas of classification, selection, recruitment. Performs the more difficult HR business processes related to appointments, promotions and transfers. Ensure compliance with EEO standardization selection processes.

Individual tasks related to the duty:

- Review and analyze position descriptions, submit actions in PARIS as needed.
- Recruits and serves on interview panels.
- Monitors the selection process to ensure compliance with EEO standardized selection guidelines.
- Processes rehire requests.
- Conducts credential reviews.
- Determines and reviews appropriate resumes or employment list to be used for filling vacancies.
- Reviews interview questions and selection criteria for compliance.
- Acts as liaison with Civil Service regarding examinations, appointment, selection process appeals, etc.
- Counsels' employees and the general public regarding career ladders and employment opportunities.
- Reviews selection process for compliance.
- Reviews MI HR website for updated information.
- Reviews transaction for completion and compliance with HR standards.
- Trains HR Assistants on Human Resource programs.
- Counsel employees on rights benefits, MI HR Service Center and opportunities for advancement.

Duty 2

General Summary:

Percentage: 20

Assist the HRO with the grievance and employee disciplinary process. This includes but is not limited to knowledge of discriminatory harassment and assuring compliance with the DOC's EEO programs.

Individual tasks related to the duty:

- Ensure that the HR office adheres to the MDOC Employee Discipline Policy Directive 02.03.100 and the appropriate bargaining unit agreements and Civil Service Rules.
- Prepare disciplinary packets ensuring compliance with appropriate bargaining unit and or Civil Service Rules.
- Attend disciplinary conferences.
- Counsel employees on harassment issues.
- Provide technical guidance to human resource assistants on transactions.
- Track and forward disciplinary recommendations to Central Office for approval.
- Ensures that discipline is carried out by deadlines as mandated by contractual agreements.
- Formulates Civil Rights complaint responses on behalf of the department.

Duty 3

General Summary:

Percentage: 10

Work closely with HRO and HR assistants to monitor individuals on leave of absence, making certain employees are accounted for and that bargaining unit contract, FMLA guidelines and DOC departmental policies are followed. Ensure monthly data reports are submitted and accurately reported. Knowledge of ADA procedures.

Individual tasks related to the duty:

- Refer staff to Technical/Disability Unit to address medical issues.
- Work with Technical/Disability Unit and facility Warden to accommodate and place employees in light duty and Transitional Employment assignments.
- Analyze reports to track employees on medical absences to ensure bargaining unit agreements, Civil Service Rules and Regulations and Departmental policy is being followed.
- Counsel employees on ADA issues.
- Respond to ADA requests as needed.

Duty 4

General Summary:

Percentage: 10

Provide training and guidance to Human Resources Assistants and other duties as assigned.

Individual tasks related to the duty:

- Provide ongoing training to subordinate staff including scheduling regular one on one meetings to cross train HRAs on various outlined topics.
- Monitor employee performance, advising HRO of positive behavior and deficiencies.
- Complete projects and other assignments.

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

Must research all Civil Service, Departmental, and Union rules 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 and deny their request and explain the reasons for the denial. Interpret Civil Service Rules, Regulations, Department Policies and Procedures and bargaining unit agreements.

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

When issues do not fall clearly in the above and require interpretation that may impact Departmental and human resources policies and procedures.

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.

Sitting 50% Standing 15%
Walking 10% Lifting 10%
Bending 5% Carrying 5%
Reaching 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?

Perform advanced Analyst level human resource activities, as well as troubleshoot and train Human Resources Assistants on human resources programs. Recruit and serve on interview panels. Monitor selection processes to ensure compliance with NEOGOV system and Departmental standardized selection guidelines. Provide training as needed to Human Resources Assistants regarding departmental changes that affect HR offices.

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?

Overall Human Resources function for the entire Kinross Complex. This position ensures the needs of management and employees are responded to in accordance with appropriate rules, regulations and policies.

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:

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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:

- The principles and practices of human resources management; state government organization; interviewing techniques
- Civil Service Commission rules, regulations, forms and procedures; Employee rights, benefits and obligations
- Labor relations, grievances and appeal procedures; Personnel transactions and records.

Ability to:

- Interpret law, rules and regulations; Complete projects independently; Provide guidance and train others in the work
- Communicate effectively and maintain favorable public relations.

**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