

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-E	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 Human Resource Analyst providing generalist duties including assisting the Human Resources Officer performing duties including classification, selection, recruitment, payroll processing and labor relations assignments for a shared services complex. Working with the Human Resources Officer, the incumbent performs human resources activities, troubleshoots and trains on all human resources programs; assists with recruitment, serves on interview panels, and monitors selection processes to ensure compliance with the Department's standardized selection guidelines; and provides training as needed to Human Resources 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: 50

As the Human Resource Analyst, the position will work with the Human Resources Officer performing general Human Resources business processes. Assist with the hiring process including recruitment, appointment, promotion and transfer in NEOGOV. Ensure compliance with the Department's standardized selection process. Counsel employees on employment rights, benefits, MI HR Service Center and advancement opportunities.

Individual tasks related to the duty:

- Review and analyze facility position descriptions, update in PARIS as necessary.
- Work with Civil Service liaison to complete credential reviews.
- Appropriately utilize NEOGOV system to filter candidates.
- Review interview questions and selection criteria for compliance.
- Participate as member on interview panels.
- Act as liaison with Civil Service regarding examinations, appointments, selection process appeals, etc.
- Respond to Civil Service selection audit requests.
- Review NEOGOV exam plans for compliance.
- Review MI HR website for updated information.

Duty 2

General Summary:

Percentage: 20

Work closely with the Human Resources Officer in all aspects of the Human Resources Office. This includes assisting with the employee grievance and disciplinary process, obtaining a working knowledge of ADA procedures and discriminatory harassment, and assuring HR office compliance with Departmental policies and procedures. Monitor and review HR staff transaction entries.

Individual tasks related to the duty:

- Assist in researching disciplinary and grievance issues, and scheduling and attending conferences.
- Assist in tracking and forwarding disciplinary recommendations to Central Office for approval.
- Assist in ensuring discipline is imposed by deadlines as mandated by contractual agreements.
- Counsel employees on ADA issues and refer to discriminatory harassment counselors as appropriate
- Provide technical guidance to Human Resources Assistants on transactions.

Duty 3

General Summary:

Percentage: 10

Work closely with Human Resources Officer, Human Resources Assistants and the Central Office Technical/Disability Unit to monitor individuals on medical absence from work. Ensure employees are afforded rights under their bargaining unit agreement, FMLA guidelines and Departmental policies.

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.

Duty 4

General Summary:

Percentage: 10

Work with Human Resources Office staff in processing payroll

Individual tasks related to the duty:

- Process payroll utilizing Ultra Time and SIGMA.
- Work with timekeepers in following required procedures
- Work with supervisors in addressing payroll concerns
- Ensure regulations, rules and collective bargaining agreement language is adhered to.

Duty 5

General Summary:

Percentage: 10

Provide training and guidance to Human Resources Assistants/Technicians

Individual tasks related to the duty:

- Provide ongoing training to subordinate staff. Including scheduling regular one-on-one meetings to cross train HR staff on various 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% Reaching5%

Carrying 5%

Bending5%

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

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
N 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 Analyst level human resource activities, as well as troubleshoot, train and write procedures for all 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 Technician regarding departmental program 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.

Knowledge of the principles and practices of human resources management. Knowledge of state government organization and structure, functions, and occupations. Knowledge of interviewing techniques.

Knowledge of the methods employed to collect, analyze, and interpret data.

Knowledge of employment practices and related laws, rules, and standards, including applicable equal employment opportunity, civil rights, and other related laws and practices.

Knowledge of Michigan Civil Service Commission rules, regulations, forms, and procedures. Knowledge of employee rights, benefits, and obligations.

Knowledge of labor relations, grievance, and appeals procedures. Knowledge of human resources transactions and records.

Knowledge of human resources budgeting procedures. Ability to interpret and apply laws, rules, and regulations. Ability to collect, analyze, and interpret data.

Ability to complete projects independently.

Ability to provide guidance and train others in the work.

Ability to maintain records, and prepare reports, and correspondence related to the work. Ability to communicate effectively with others.

Ability to maintain favorable public relations.

SIGMA payroll system and applicable rules, regulations, and CBA language.

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

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