

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

Position Code 1. STOF CADMD15N
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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 STATE OFFICE ADMINISTRATOR	10. Division Office of Human Resources – Department of Licensing and Regulatory Affairs
5. Working Title (What the agency calls the position) Human Resources Director	11. Section
6. Name and Position Code Description of Direct Supervisor ROUSE, NOELLE; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor GNODTKE, JOHN W; SENIOR DIRECTOR	13. Work Location (City and Address)/Hours of Work 611 West Ottawa, Lansing, MI / M-F 8am-5pm

14. General Summary of Function/Purpose of Position

This position is responsible for the administration of and directing all activities in the Office of Human Resources (OHR) for the Department of Licensing and Regulatory Affairs (LARA) and Department of Insurance and Financial Services (DIFS). Activities include but are not limited to classification and selection, compensation, labor/employee relations, Equal Employment Opportunity (EEO), reasonable accommodations, training, performance management, and the CS-138 process.

In addition, in this capacity, this position serves as a member of the agency's leadership team and is responsible for the formulation and implementation of policies and programs that have department-wide impact

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: 65

Serve as the appointing authority for the Human Resources Office for the Department of Licensing and Regulatory Affairs (LARA) and Department of Insurance and Financial Services (DIFS). Advisor to the Director and the Executive Leadership Team regarding human resource areas.

Individual tasks related to the duty:

- Serve as the appointing authority responsible for carrying out all HR activities for LARA and DIFS.
- Establish short/long term program goals and objectives, set priorities, determine and implement operating policies.
- Initiate, recommend, and/or implement program procedures/policies of the agency in accordance with Civil Service Commission Rules, Regulations, etc.
- Develop and maintain positive working relationships within the Department, Civil Service, Governor's Office, exclusive representatives, other state agencies, etc.
- Initiate, develop, and implement best practices within the Office of Human Resources.
- Advise agency and Civil Service leadership of sensitive precedent-setting situations; actively participate in development of resolution.
- Attend and participate in all levels of meetings that involve or could impact Human Resources or employee relations.
- Work directly with Office of human Resources personnel on complex, sensitive issues that may impact the Department.
- Oversight of program areas including the development of the Departments EEO plan, policies and procedures, reasonable accommodations, manager training, discriminatory harassment/sexual harassment training, and investigations.
- Confer with and provide consultation to executive leadership regarding sensitive issues in such areas as reorganizations, executive orders, labor issues, (Governor's Office) transfers of programs, staff. Advises on best course of action and provides alternatives to assist the agency in accomplishing their goals and fulfilling their mission.
- Consult with and provide guidance to LARA leadership on HR issues and strategic initiatives.
- Continuously review and interpret existing/proposed policies, procedures, and guidelines to ensure they are aligned with current laws and civil service rules and regulations.
- Drafts and makes recommendations to this group regarding human resources area of concern.

Duty 2

General Summary:

Percentage: 30

Manage and oversee Human Resources Office and staff.

Individual tasks related to the duty:

- Establish HR program objectives, goals, and priorities, and monitor progress toward completion of work assignments. Evaluate programs and processes to ensure adequate appropriation of resources are available for staff to fulfill duties and responsibilities.
- Conduct performance appraisal ratings, counseling and overall management guidance and training to staff.
- Provide guidance, mentoring, and coaching for improved employee performance.
- Provide feedback and information relative to the mission, goals, and objectives of the office and the Department.
- Select and assign staff, ensuring equal employment opportunity in hiring and promotion.

Duty 3

General Summary:

Percentage: 5

Perform other duties as assigned (i.e., special projects, attend meetings, directs research for specific topics).

Individual tasks related to the duty:

- Consult and work with Civil Service work areas, the Office of the State Employer, or other agencies to address issues.
- Ensure operation and budgetary needs are met.
- Serve on and/or lead work groups on project teams for MCSC or LARA/DIFS as applicable.

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

This position is responsible for own work product; makes decisions routinely for human resource issues for the entire Department.

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

Supervisor would be informed/consulted of major issues involving budget constraints impacting area, layoffs within Department, Executive Ordered programs, staff in the Department; politically sensitive issues, significant policy changes impacting Department.

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.

Office environment; some travel required; work may involve hours other than 8am to 5pm; pressure of time constraints.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ 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?

This position is responsible for the administration of and directing all activities in the Office of Human Resources (OHR) for the Department of Licensing and Regulatory Affairs (LARA) and Department of Insurance and Financial Services (DIFS). Activities include but are not limited to classification and selection, compensation, labor/employee relations, Equal Employment Opportunity (EEO), reasonable accommodations, training, performance management, and the CS-138 process.

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

Updating position description to reflect changes in tasks related to the job duties.

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 the administration of all human resource programs for the Department. This position serves as Director of this Office and provides executive management for all human resource programs.

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:

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Considerable knowledge of program planning, development, and evaluation methods.

Considerable knowledge of fiscal planning and management.

Considerable knowledge of staffing requirements and training necessary for the accomplishment of agency goals.

Ability to analyze and appraise facts and precedents in making administrative decisions, to get to the source of a problem, and to probe and obtain critical facts from varied sources.

Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, board's, or commission's viewpoint.

Ability to plan, develop, and evaluate programs.

Ability to motivate and lead others in the accomplishment of a task.

Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a management level.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

Considerable knowledge of labor relations, fair employment practices, and equal employment opportunity

Considerable knowledge of public relations techniques.

Some knowledge of state and federal legislative processes.

Some knowledge of state government organization and functions.

Some knowledge of federal, state, and local relationships as these impact on the operation of a major state department.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

MATTHEW DERNOVSHEK

7/9/2026

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