

State of Michigan
Department of Civil Service
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.**

<p>2. Employee's Name (Last, First, M.I.) </p>	<p>8. Department/Agency Civil Service Commission</p>
<p>3. Employee Identification Number </p>	<p>9. Bureau (Institution, Board, or Commission) Human Resource Operations</p>
<p>4. Civil Service Classification of Position Human Resources Analyst E</p>	<p>10. Division Dept of Labor and Economic Opportunity, Office of Human Resources</p>
<p>5. Working Title of Position (What the agency titles the position) Labor Relations Analyst</p>	<p>11. Section Labor Relations</p>
<p>6. Name and Classification of Direct Supervisor Keri Lardie, State Office Administrator 17</p>	<p>12. Unit </p>
<p>7. Name and Classification of Next Higher Level Supervisor Jonathan Patterson, Chief Deputy Director</p>	<p>13. Work Location (City and Address)/Hours of Work 105 W Allegan, Lansing, MI 48909</p>

14. General Summary of Function/Purpose of Position

This position serves as a Labor Relations representative for the Department of Labor and Economic Opportunity (LEO). This position is responsible for labor relations activities for assigned collective bargaining agreements and/or specific bureaus/agencies within LEO. The responsibilities of this position include providing guidance and direction to managers, supervisors, and employees to resolve a variety of labor relations issues and/or problems. This position analyzes and interprets collective bargaining agreements, Civil Service Rules/Regulations, and department policies/procedures. This position is responsible for grievance administration and resolution between management and employees represented by a collective bargaining agreement. This position conducts and or provides guidance to managers on employee investigations.

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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 – 35% of Time

Provide guidance and counsel to department managers on personnel matters, including corrective action related to performance or misconduct.

Individual tasks related to the duty.

- Provide daily, ongoing consultation, direction and training to supervisors and managers regarding appropriate strategies and techniques for dealing with employees with performance or misconduct situations. Develop and propose solutions to problems before they materialize, if possible.
- Conduct or review employee investigations when needed for allegations of misconduct.
- Counsel management in the discipline process for represented and non-exclusively represented employees. Attend and facilitate discipline conferences when needed.
- Ensure adherence to collective bargaining agreements and CS Regulations related to implementation of discipline.
- Formulate recommendations for discipline ensuring a sound basis for imposing discipline with just cause.
- Consult with HR Director and Labor Relations Specialist on complex situations and to ensure consistency of corrective action within LEO.

Duty 2

General Summary of Duty 2 - 35% of Time

Grievance administration and resolution.

Individual tasks related to the duty.

- Provide assistance in dispute resolution. Responsibilities involve advising/directing managers and supervisors in the response to employee grievances. Provide guidance on grievance conferences and responses.
- Serve as the department's representative in the grievance process and employee relations policy disputes.
- Assist with the preparation and representation of department cases to a mediator/arbitrator/hearing officer for dispute resolution. This responsibility includes witness preparation, brief writing legal research, and case formulation.

Duty 3

General Summary of Duty 3 - 15% of Time

Serve as a contract administrator and perform other labor relations functions.

Individual tasks related to the duty.

- Responsible for learning statewide application and administration of the UAW, AFSCME, MSEA, SEIU and UAW collective bargaining contracts.
- Responsible for administering Civil Service Rules and Regulations, policies and procedures governing non-exclusively/limited recognition employees.
- Train department supervisors and managers at all levels in the organization on the daily application of the primary and secondary collective bargaining agreement provisions.
- Interpret contract language and establish department-wide application of the language.
- Represent the department at labor/management meetings. Coordinate the involvement of the department management representatives at these meetings to ensure contractually sound responses.
- Negotiate and sign letters of understanding which are binding under the collective bargaining agreement process.

Duty 4

General Summary of Duty 4 – 15%

Other duties as assigned.

Individual tasks related to the duty.

- Provide backup to other OHR staff members, including assistance with the general phone line.
- Maintain up-to-date knowledge of personnel services policies, procedures and employee benefits. Provide explanation and information to managers and employees.
- Attend staff meetings and meetings are requested by various LEO work areas.
- Respond to telephone and written employment inquiries.
- Provide training on necessary personnel related matters as needed.
- Serve on special committees and perform other duties as assigned.
- Provide input into development of new department policies, work rules or employee handbook information.

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.

Most decisions are made independently. Decisions include process of investigations, discipline and grievance conferences.

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

When an issue involves a departure from the departments or statewide historic interpretation of significant contract language, has major budgetary implications, or impacts other state departments, the supervisor should review. All recommendations for termination.

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.

Office position.

Sitting at a desk, working on a computer, communicating verbally and in writing.

Travels to department facilities across the state and to other department or office locations as needed.

May need to carry a laptop, accessories, files, binders and books.

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?

Serve as a labor relations representative for LEO. This includes guidance and training to managers, facilitating grievance and discipline conferences and knowledge and application of collective bargaining agreements and Civil Service Rules and Regulations.

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

This is a new position.

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

The Office of Human Resources provides human resource management services and assistance to all managers, supervisors, and employees in the Department of Labor and Economic Opportunity.

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.

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.

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:

Thorough knowledge of the laws, regulations, and practices of collective bargaining. Thorough knowledge of the procedures of dispute resolution. Thorough knowledge of personnel rules and practices. Must possess assertiveness, negotiation, and human relations skills, problem solving, and analytical skills as well as excellent written and verbal communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for

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

