

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

Position Code

1. HUMRALTAC61N

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 ANALYST-E	10. Division OFFICE OF HUMAN RESOURCES
5. Working Title (What the agency calls the position) HUMAN RESOURCES GENERALIST	11. Section
6. Name and Position Code Description of Direct Supervisor LENNEMAN, STEPHANIE C; STATE OFFICE ADMINISTRATOR-17	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 400 SOUTH PINE STREET, LANSING MI 48933 / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position is the recognized resource responsible for labor relations and classification and selection activities for the Michigan Department of Civil Rights (MDCR). The responsibilities include providing guidance and direction to managers, supervisors and employees to resolve a variety of complex professional human resource assignments supporting MDCR to include labor relations, classifications, selections, compensation, performance management and other HR related areas to ensure all actions comply with state and federal rules and regulations, and bargaining unit contracts. This position provides the same professional duties for the Civil Service Commission in a backup capacity.

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

Recognized resource for Labor Relations activities.

Individual tasks related to the duty:

- Participate in primary and secondary negotiations.
- Conduct investigations related to employee misconduct.
- Lead discussions with management or leadership regarding the determination of disciplinary action.
- Investigate and respond to EEOC and Civil Rights complaints.
- Investigate and respond to discriminatory harassment complaints.
- Provide consultation to supervisors on complex labor relations issues.
- Responsible for the interpretation of specified rules, regulations, and collective bargaining agreements.
- Grievance administration: Attend and conduct grievance conferences and provide appropriate grievance responses.
- Participate in Labor Management Meetings as a member of the management team.
- Participate in the mediation process.
- Work with the union officials to reach settlements.
- Preparation and presentation of employer's case in arbitration.
- Monitor and provide guidance to managers regarding performance plans, reviews, and assist with NEOGOV system.
- Serve as DATC.
- Review and process ADA and ergonomic assessment requests.
- Participate in layoff and bumping process.

Duty 2

General Summary:

Percentage: 20

Recognized resource for classification activities.

Individual tasks related to the duty:

- Develop and/or review position descriptions for proper classification of positions.
- Review and process requests for reclassification actions using application of CSC rules and regulations.
- Assist in the development and approval of selective position requirements.
- Arrange and assist Civil Service with position reviews and desk audits.
- Submit/approve CS-129 requests to establish or reclassify positions.
- Monitor and determine appropriate reporting relationships and complete recoding requests as necessary.
- Review and respond to technical decisions rendered by the Civil Service Commission.
- Assist in writing and/or reviewing senior standards.
- Identify subclass codes for positions.
- Provide backup support for the HR Analyst assigned to perform professional duties for the Civil Service Commission.

Duty 3

General Summary:

Percentage: 20

Recruitment and selection activities.

Individual tasks related to the duty:

- Post vacancies using the NEOGOV Vacancy Posting System.
- Advise managers and supervisors regarding selection rules.

- Assist managers and supervisors in preparation of screening and selection criteria and interview questions.
- Evaluate candidate credentials to ensure eligibility for competing in the selection process.
- Screen resumes to narrow the applicant pool for manager/supervisor.
- Coordinate interview scheduling and sending of correspondence to applicants interviewed and selected candidate(s).
- Serve on selection interview panels.
- Ensure department is in compliance with CS Rule 1-7 (drug testing of new hires) and bargaining unit contract provisions.
- Coordinate credential reviews and reference checks for selected applicants and approve all appointments (promotions, transfers, moves).

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.
- Provide Business Objects or other reports relative to work.
- Review HR transactions for accuracy.
- Assignments to various agency committees or projects.
- Provide backup support and audit functions to office staff for payroll, security and other job duties

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

Decisions made related to MDCR labor relations, selections, classifications, appointments, personnel, payroll and transaction processing, benefit issues, performance management, etc. Affects MDCR applicants, employees, and managers.

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

Department philosophy. Implementation of departmental policies and/or procedures. Any action that may have an adverse impact on the department or that may have political implications. Complex classification requests such as organization structure changes. Decisions which are beyond the authority delegated to this position.

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. Limited statewide travel may be necessary for training or conducting arbitrations. MDCR has offices in Detroit, Grand Rapids, Lansing, Flint, and Marquette OFFICE OF HUMAN RESOURCES. Work may involve working extended hours to accomplish special assignments.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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?

This position is the recognized resource responsible for labor relations and classification and selection activities for the Michigan Department of Civil Rights (MDCR). The responsibilities include providing guidance and direction to managers, supervisors and employees to resolve a variety of complex professional human resource assignments supporting MDCR to include labor relations, classifications, selections, compensation, performance management and other HR related areas to ensure all actions comply with state and federal rules and regulations, and bargaining unit contracts. This position provides the same professional duties for the Civil Service Commission in a backup capacity.

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

New Establishment

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 providing human resources planning and labor relations assistance for all work areas in the Civil Service Commission and Department of Civil Rights. The position is responsible for advising management in all aspects of labor relations, contractual interpretations, corrective action, and grievances. The position also handles routine classification and selection activities

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:

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.

Alternate Education and Experience

Human Resources Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

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.

**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