

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

Position Code

1.

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 Specialist-2	10. Division OFFICE OF HUMAN RESOURCES
5. Working Title (What the agency calls the position) HUMAN RESOURCES SPECIALIST	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 serves as the sole statewide staff specialist for the Michigan Department of Civil Rights (MDCR), exclusively responsible for representing the department in all labor relations activities and serving as primary point of contact for classification and selection activities. This position is responsible for all matters pertaining to the administration of collective bargaining agreements, representing the department and states' interests in grievance arbitrations, unfair labor practice charges, civil rights hearings, and unemployment and workers' compensation hearings. This position is the departments' labor relations staff specialist and training expert. Responsible for conducting needs analysis for labor relations and classifications and selections. This position assists the Human Resources Director with meeting goals and visions of MDCR's strategic plan. Will also serve in a backup capacity to the Michigan Civil Service Commission (MCSC) and Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP).

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

Staff specialist for departmental labor relations activities for MDCR.

Individual tasks related to the duty:

- Participates in departmental and agency labor/management meetings as member of management team. Represents MDCR in agency level meetings.
- Participates in primary and secondary collective bargaining negotiations.
- Participates in determination of disciplinary action.
- Participates in grievance administration. Attends grievance conferences and drafts appointing authority response to grievance s.
- Assists in the preparation and presentation of employer's case in arbitration.
- Conducts investigations related to employee misconduct.
- Assists in the investigation and response to EEOC and Civil Rights complaints.
- Assists in the investigation and response to discriminatory harassment complaints.
- Provides consultation to supervisors on labor relations issues.
- Participates in layoff and bumping process.
- Serve as Drug & Alcohol Testing Coordinator (DATC) for both departments. Review and approve drug screening invoices for accuracy and payment.
- Review and approve CS-138's and notify MCSC or unions as necessary.
- Serve as Reasonable Accommodation Coordinator and attending meetings and trainings.
- Provides back up to MCSC labor relations as needed.

Duty 2

General Summary:

Percentage: 30

Staff specialist for departmental classification, selection, and recruitment activities for MDCR and Mi LEAP.

Individual tasks related to the duty:

- Develops internal classification policies and procedures.
- Evaluates departmental reorganization proposals.
- Reviews position descriptions for classification, related duties, minimum requirements and makes appropriate recommendations.
- Evaluates reclassification requests to assess proper classification, complexity, organizational impact and resulting classification level.
- Reviews and reallocates preauthorized positions or prepares reallocation package for Civil Service review.
- Consult with supervisory staff to determine complexity/factoring for Specialist positions.
- Evaluates duties and responsibilities for determination of senior concepts.
- Trains supervisors regarding classification and selection practices and concepts.
- Determines best selection strategy for specific positions.
- Consults with management staff regarding recruitment, selection and appointment of candidates.
- Requests appropriate employment/recall lists, sends interest letters, conducts qualification reviews and evaluates qualifications of responding candidates.
- Complies with collective bargaining agreement requirements in selection process including, work site vacancy postings, notifications to unions, utilization of transfer and recall lists.
- In consultation with managers, develops selection criteria and interview questions.
- Participates as member of interview panel as needed.
- Reviews selection packet for compliance.
- Evaluates requests for selective position requirements and proposes same to Civil Service for review and approval.
- Analyzes, interprets and implements Civil Service selections rules and regulations to ensure appointments are in compliance.
- Provides back up to MCSC classification/selection analyst as needed.

Duty 3

General Summary:

Percentage: 10

Performs other miscellaneous human resources duties and projects in support of the work area.

Individual tasks related to the duty:

- Provides advice, research issues and completes projects as requested.
- Assists in development and implementation of innovative solutions to human resources administration.
- Serves as the Appointing Authority designee for MDCR.
- Conducts manager/supervisor training in labor relations, classification, selections, and performance management as needed.
- Responds to inquiries from employees and managers in the work area related to all areas of human resources.
- Attends conferences, workshops and other training sessions as deemed necessary by supervisor to stay current on systems and processes relative to areas of responsibility.
- Administers Performance Management and Pay for Performance Programs for MDCR and Mi LEAP.
- Reviews and certifies performance plans and performance reviews as MDCR and Mi LEAP appointing authority.
- Consults and advises management staff in proper application of rating dimensions and evaluations.
- Manages technician staff to include setting and rating performance evaluations, issuing corrective action and/or discipline when necessary.
- Other duties as assigned.

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

Daily decisions involving interpretation and application of collective bargaining agreements, Civil Service Rules and Regulations, departmental policies and state and federal laws applicable to employment and human resources management. Provides advice and counsel to management and employees on human resources related issues within assigned program areas. Decisions can affect the organization and management of individual units/divisions throughout the department. Others potentially affected are Civil Service, and OSE. These decisions can impact budget, operations, and internal and external customer of Human Resources services.

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

Issues that are politically sensitive or have policy related impacts. Information and issues that may be controversial and those that may have department-wide impact.

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.

Standard office environment with intermittent travel as required.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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 serves as the sole statewide staff specialist for the Michigan Department of Civil Rights (MDCR) exclusively responsible for representing the department in all labor relations activities and serving as primary point of contact for classification and selection activities. This position is responsible for all matters pertaining to the administration of collective bargaining agreements, representing the department and states' interests in grievance arbitrations, unfair labor practice charges, civil rights hearings, and unemployment and workers' compensation hearings. This position is the departments' labor relations staff specialist and training expert. Responsible for conducting needs analysis for labor relations and classifications and selections. This position assists the Human Resources Director with meeting goals and visions of MDCR's strategic plan. Will also serve in a backup capacity to the Michigan Civil Service Commission (MCSC) and Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP).

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, Michigan Department of Civil Rights, and Michigan Department of Lifelong Education, Advancement, and Potential. The position is responsible for advising MDCR 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 Specialist 13 - 15

Four years of professional experience equivalent to a Human Resources Analyst, including two years equivalent to a Human Resources Analyst P11 or one year equivalent to a Human Resources Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting. Knowledge of fiscal planning, budgeting, and management. Specialist: Knowledge of the operational and technical problems involved in the administration of a specialized program. Knowledge of the assigned program specialty. Administrative Assistant and Specialist: Knowledge of methods of planning, developing and administering programs. Knowledge of state and federal laws and legislative processes related to the work. Knowledge of reporting methods and techniques. Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved. Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources. The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position. **JOB QUALIFICATIONS** Knowledge, Skills, and Abilities **NOTE:** Ability to plan, coordinate, and expedite work projects. Ability to interpret complex rules and regulations. Ability to communicate with others verbally and in writing.

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