

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

Position Code 1. HUMRTCHEB46N

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 Technician-E	10. Division Michigan Department of Transportation
5. Working Title (What the agency calls the position) Human Resources Technician	11. Section Office of Human Resources
6. Name and Position Code Description of Direct Supervisor SIMKINS, JOSEPH W; STATE ADMINISTRATIVE MANAGER-1	12. Unit Labor Relations
7. Name and Position Code Description of Second Level Supervisor DELUCA, THERESA L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa, Lansing MI / Monday - Friday, 7 AM to 3:30 PM

14. General Summary of Function/Purpose of Position

This position serves as one of two Labor Relations Human Resources Technicians. For its assigned territories/work areas, this position is responsible for the review and processing along with all technical facets of the department's unemployment processing; coordination of drug and alcohol testing as it pertains to pre-employment, random, and follow up testing; and is one of the points of contact for the OHR office and Department for the Federal Motor Carrier Safety Administration (DMCSA) Clearinghouse processes and requirements.

This position also provides technical assistance to the Labor Relations Manager and Section. For its assigned territories/work areas, this position is responsible for Content Manager electronic filing system for disciplinary investigations, and all other labor relations files. This position is responsible for using Infor, Business Objects, SIGMA, SOS, and HRMN to run reports and compile data to assist management in making decisions and improving processes.

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: 25

Assist with MDOT Territories/work areas, ensures MDOT is in compliance with all procedures and requirements as it pertains to pre-employment, follow-up, and random drug and alcohol testing in accordance with FMCSA, Civil Service rules and regulations, CBAs, and MDOT procedures for all applicants, employees, and those who are required to maintain a Commercial Driver's License (CDL), operate a Commercial Motor Vehicle (CMV) and/or who are in a safety sensitive position.

Individual tasks related to the duty:

- Processing pre-employment drug test results, pre-employment physicals, and medical examiner's certification, if applicable for the assigned MDOT territories/work areas-and maintaining appropriate documentation.
- Coordinating and processing all random and follow up drug and alcohol tests for current employees within the assigned MDOT territories/work areas and maintaining appropriate documentation.
- Liaising and coordination with MDOT's DATC/DER for any issues that may arise during the pre-employment, random, or follow up drug and alcohol testing process.
- Assist Labor Relations staff in gathering documents for positive drug or alcohol tests. Submit any result of positive drug or alcohol tests through the DMCSA Clearinghouse, as required by the FMCSA.
- Verify medical providers for any medical examiner's certificates received for assigned MDOT territories
- Ensure candidate has completed all required drug and alcohol training prior to completing any safety sensitive duties or duties that require a CDL or operation of a CMV.
- Submitting notices of test designated positions and ensuring the employee is properly notified of the designation for assigned MDOT territories/work areas.
- Rescind conditional offers of employment as appropriate based on drug testing results.
- Prepare sanction letters for drug and alcohol tests as required and submit to Labor Relations Manager for review.
- Order any new chain of custody forms for MDOT managers, personnel liaisons, and/or the OHR office as needed.
- Review monthly billing and oversee drug and alcohol testing payment authorizations for the assigned MDOT territories/work areas.

Duty 2

General Summary:

Percentage: 25

For the assigned MDOT territories/work areas, ensure MDOT is in compliance with the FMCSA, Civil Service rules and regulations, and MDOT procedures for any applicants or employees required to maintain a CDL, operate a CMV, and/or are in safety sensitive positions.

Individual tasks related to the duty:

- Assist with MDOT territories and work areas for the FMCSA Clearinghouse.
- For assigned MDOT territories/work areas, analyze and ensure all driver qualification forms are compliant prior to applicant's hire.
- For assigned MDOT territories/work areas, ensure employer inquiry form to previous employers for CDL and safety sensitive positions are received and review for possible violations. Ensure any previous employer non-compliance action is taken in accordance with the FMCSA.
- Complete full query in the FMCSA Clearinghouse database and ensure the candidate is eligible for hire.
- Complete CMV and CDL annual certifications are in accordance with all requirements.
- Complete CMV inquiry forms (Form 1463) for assigned MDOT territories/work areas upon receipt.
- Review submitted Driver's Annual Certification of Violations forms (Form 1464) and Physician Statements and defer to Labor Relations Representative when necessary
- For assigned MDOT territories/work areas, track and ensure CDL's and medical examiner certificates are obtained for new employees hired with a conditional offer of employment to obtain them within a specified time period. Ensure all FMCSA requirements are met once license and certification is obtained.
- Maintain and ensure all MDOT driver files for CMV operators and CDL holders are in compliance with FMCSA requirements.
- Ensure processes are in place to monitor CMV operators and CDL holders as far as ensuring employees are maintaining required licensure, certifications, and endorsements. Utilize Business Objects reports and other methods to run reports bi-weekly to ensure compliance. Collaborate with appropriate Labor Relations staff and work areas in obtaining renewed CDL and medical examiner's certificates.
- Work collaboratively with Labor Relations staff, Personnel Liaisons, and Supervisors when employees required CDL or medical examiner's certificate lapses, is suspended, or downgraded.

Duty 3

General Summary:**Percentage: 25**

For the assigned MDOT territories/work areas, responsible for unemployment processing for the Office of Human Resources. This position is responsible for coordinating the technical aspects of Unemployment Claims for the Michigan Department of Transportation (MDOT) for its assigned areas.

Individual tasks related to the duty:

- Review, interpret, and provide technical guidance to Office of Human Resources staff, MDOT Personnel Liaisons, and management in the review and processing of unemployment claim requests for the assigned MDOT territories/work areas.
- Responsible for learning, utilizing and maintaining the Unemployment Insurance Agency MiWAM system on behalf of the Department and processing all claims on a weekly basis, or more frequently as needed.
- Respond to inquiries submitted by the Unemployment Office within required time limits. Act as a liaison between the Department and the Unemployment Office as needed.
- For assigned MDOT territories/work areas, gather applicable documentation for and prepare and issue applicable letters to the Unemployment Office through the Unemployment Insurance Agency MiWAM system and/or via fax.
- For assigned MDOT territories/work areas, contact affected employees, complete applicable unemployment forms (i.e. form #6349E), and provide required information upon recognizing an unemployment claim as potential identify theft, as these situations arise.
- Verify the accuracy of quarterly amounts to be refunded to the Unemployment Agency are accurate and within the maximum amounts determined by the Unemployment Office.
- Track all unemployment billing statements and submit them for payment.
- Communicate to MDOT Personnel Liaisons and Office of Human Resources staff all pertinent information related to unemployment claims.

Duty 4**General Summary:****Percentage: 15**

This position provides technical assistance to the Labor Relations Manager and Section. For the assigned MDOT territories/work areas, maintain files and databases relating to the various labor relations activities such as grievances, arbitration or hearing decisions, lawsuits, disciplinary actions, internal complaints, etc. This position is responsible for utilizing Infor, Human Resource Management Network (HRMN), Business Objects, SIGMA, and SOS system to run reports and compile data to assist the Labor Relations Manager, Labor Relations Staff, and OHR management in making decisions and improving processes. For the assigned MDOT territories/work areas, uses Content Manager electronic filing system – which is utilized for electronic filing of investigations, disciplinary actions, grievances, hearing appeals, and all other labor relations files.

Individual tasks related to the duty:

- Works with DTMB for the Content Manager electronic filing system as the coordinator for labor relations and assigned MDOT territories/work areas, and as one of the coordinators for the Office of Human Resources.
- For assigned MDOT territories/work areas, complete employee departure reports, draft discipline letters, and prepares COBRA documents for labor relations.
- For assigned MDOT territories/work areas, open and maintain various electronic files in Content Manager for Labor Relations activities such as grievances, internal complaints, investigations, licensure lapse, etc.
- Prepares and send labor relations correspondences to unions, personnel liaisons, supervisors and employees.
- For assigned MDOT territories/work areas, process all Union leave requests including entering the leave in SIGMA, notifying the employee, Union, and the Personnel Liaison, and ensure the employee's timesheet accurately reflects the appropriate leave for payroll processing. Prepares and sends records to Civil Service Compliance at the end of each pay period, as required.
- For assigned MDOT territories/work areas, processes supplemental employment requests and conflict of interest forms for review, signature, and distribution.
- For assigned MDOT territories/work areas, reviews driving records from Secretary of State (SOS) and reviews and determines the appropriate action needed.
- Sends and tracks arbitration bills to be paid, as needed.
- Maintain data and run quarterly reports for Labor Relations to prepare for Federal EEO Office annual report.
- Prepare reports for OHR management and Labor Relations staff from Content Manager and SIGMA, as needed.
- Schedule meetings, telephone and video conferences, and reserve conference rooms for Labor Relations Manager and team as needed.
- Maintain Labor Relations yearly calendar and follow up with appropriate Labor Relations staff member for each activity on the calendar.
- Maintain Labor Relations records for assigned MDOT territories/work areas, including grievances, arbitrations, investigations, and discipline files.

- For assigned MDOT territories/work areas, process Waived Rights Leaves of Absence and monitor database to determine upcoming expirations.
- Assist in coordinating Labor Relations presentation at MDOT's New Employee Orientation and notify appropriate Unions of scheduled orientations.
- Prepares reports and posts them to the SharePoint for seniority lists within required time limits utilizing Business Objects and responds to inquiries from management and the unions on seniority lists.
- Compiles and reviews data; constructs charts and graphs; prepares written summary or conclusion for requested reports.
- For assigned MDOT territories/work areas, compiles documents and prepares responses for FOIA requests for Labor Relations.

Duty 5

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- 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.

Determinations on responses to unemployment claims. Determinations regarding Content Manager electronic files for all labor relations records. Coordination of follow-up and random drug and alcohol testing. Review of pre-employment drug test results, pre-employment physicals, and medical examinations. Review of applicable forms required by the FMCSA for pre-employment and annual review for CDL holders and CMV operators. Position follows established agency policies and procedures, HRMN and payroll established guidelines, CSC rules and regulations.

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

Issues that involve interpretation of Civil Service Commission rules and regulations and Collective Bargaining Agreements. Decisions that have statewide impact on the Department. Politically sensitive transactions. Issues that involve change in procedures, revocation of conditional offers of employment, action on positive drug or alcohol tests, and refusal to submit to a required drug or alcohol test. Any driver qualification concerns.

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.

Walking, standing, stooping, bending, accessing file cabinets, copy/fax machine, delivering materials to file room and agency offices. General office duties. Some travel is 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.

Additional Subordinates

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

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | 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 serves as one of two Labor Relations Human Resources Technicians. For its assigned territories/work areas, this position is responsible for the review and processing along with all technical facets of the department's unemployment processing; coordination of drug and alcohol testing as it pertains to pre-employment, random, and follow up testing; and is one of the points of contact for the OHR office and Department for the Federal Motor Carrier Safety Administration (DMCSA) Clearinghouse processes and requirements.

This position also provides technical assistance to the Labor Relations Manager and Section. For its assigned territories/work areas, this position is responsible for Content Manager electronic filing system for disciplinary investigations, and all other labor relations files. This position is responsible for organizing established training programs for labor relations training, orientation, and workplace violence training. This position is responsible for using Infor, Business Objects, SIGMA, SOS, and HRMN to run reports and compile data to assist management in making decisions and improving processes.

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

Requesting the downward reclassification of HUMRTCHEB10N for training and recruitment purposes.

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

The Office of Human Resources includes Labor Relations, Compensation, and Staffing sections. The work area is responsible for Labor Relations activities at the Michigan Department of Transportation (MDOT). This position serves as the Labor Relations technician, which provides assistance to all sections within the Office of Human Resources, as well as the MDOT's various regions, bridges, work units, and bureaus. At times, this position would require the incumbent to coordinate and communicate with outside departments and agencies, including the Office of the State Employer, DTMB, Unemployment Office, and Labor Unions.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Human Resources Technician 7

One year of experience equivalent to a Human Resources Assistant 7; or one year equivalent to a Human Resources Customer Service Representative E8 in state service.

Human Resources Technician 8

One year of experience equivalent to a Human Resources Technician 7; or two years of experience equivalent to a Human

Resources Assistant, including one year equivalent to a Human Resources Assistant E8; or two years of experience equivalent to a Human Resources Customer Service Representative E8, or one year of experience equivalent to a Human Resources Customer Service Representative 9 in state service.

Human Resources Technician E9

Two years of experience equivalent to a Human Resources Technician, including one year equivalent to a Human Resources Technician 8; or three years of experience equivalent to a Human Resources Assistant, including one year equivalent to a Human Resources Assistant 9; or three years of experience equivalent to a Human Resources Customer Service Representative E8, or two years equivalent to a Human Resources Customer Service Representative 9 in state service.

Alternate Education and Experience

Human Resources Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Human Resources Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Human Resources Technician E9

Possession of a Bachelor's degree and one year of human resources related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Human Resource Management Network (HRMN).

Knowledge of SIGMA, Business Objects, and/or agency-specific databases.

Knowledge of Michigan Civil Service Commission rules, regulations, forms, and procedures.

Knowledge of collective bargaining agreement provisions and/or procedures.

Knowledge of departmental personnel policies, procedures, and practices.

Knowledge of general office practices.

Knowledge of correct English usage and grammar.

Ability to perform mathematical calculations.

Ability to select and compile data for correspondence or reports.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to assume responsibility and work independently

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.

MATTHEW DERNOVSHEK

4/21/2025

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.

BROOKLYNN KNAPP

Employee

Date