

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. HUMRTCHEB54N

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 TECHNICIAN-E	10. Division MICHIGAN STATE POLICE
5. Working Title (What the agency calls the position) HR TECHNICIAN	11. Section OFFICE OF HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor GRAY, JENNIFER L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MENDEZ-DUNN, JESSICA; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7150 HARRIS DRIVE, DIMONDALE, MI 48821 / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position performs a variety of human resources support activities in support of the Michigan Department of State Police (MSP) for assigned work areas. Duties include but are not limited to processing a broad range of routine personnel and payroll transactions, performing necessary calculations and entering transactions in HRMN, review and approval of employee timesheets in Statewide Integrated Governmental Management Applications (SIGMA), processing adjustments/modifications in HRMN and SIGMA, as necessary, to ensure that timesheets submitted conforms to applicable laws, Civil Service rules and regulations and bargaining unit contract provisions. Responds to employee inquiries regarding Civil Service Commission rules and regulations, payroll processing functions, and other HR related issues. Substantial follow-up and problem-solving duties are routine.

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: 35

Responsible for HRMN Transaction processing

Individual tasks related to the duty:

- Process new hires, promotions, transfers, personal and miscellaneous information changes, separations, layoffs, process level changes, preauthorized reclassifications, and leaves of absence. In accordance with applicable Civil Service Rules and Regulations, collective bargaining agreements and MSP policies.
- Process all Gross Pay Adjustments, Net Pay Adjustments, Step Increases, and Manual Payments.
- Maintain all employee time accrual plans and ensure all are in accordance with Civil Service Rules and Regulations and any applicable bargaining unit agreement(s).
- Ensure all necessary documentation supporting all actions is obtained prior to entry into HRMN system, to ensure compliance with Civil Service Rules and Regulations and any applicable bargaining unit agreement(s).
- Investigate and resolve personnel/payroll questions as they relate to departmental rules and policies and Civil Service rules and regulations.
- Notify employees of rejected EFT transfers; complete and provide necessary information for reissuance of checks.
- Create and maintain training materials for use by internal (HR) and external (MSP or other) staff. Train assigned work areas (region, bureau, office) on HRMN and other compensation, payroll, and transactions related areas, including applicable Civil Service Rules and Regulations and collective bargaining unit agreements.

Duty 2

General Summary:

Percentage: 25

Responsible for bi-weekly Payroll Processing

Individual tasks related to the duty:

- Responsible for completion of payroll in SIGMA for MSP employees on a bi-weekly basis.
- Ensure all supporting documentation are submitted and that all documentation and requests meet Civil Service Rules and Regulations, as well as any applicable collective bargaining unit agreement(s).
- Process time and attendance adjustments in SIGMA, ensuring all necessary supporting documentation is obtained prior to entry.
- Review draft procedures regarding time and attendance and provide feedback and recommendations to MSP Office of Human Resources management team.
- Research and evaluate contract language in order to provide employees and supervisors with payroll policy and/or contract changes.
- Maintain a filing system for all payroll and required documentation.
- Run SIGMA BI reports such as detailed time reports and Time and Attendance reports for Labor Relations. Run biweekly timesheet reports to assist with payroll review and processing.
- Notifies Disability Management Unit (DMU) if employee is off work for more than 5 days and has not submitted a leave request. Review and approve SIGMA for FMLA/PPLV matters.

Duty 3

General Summary:

Percentage: 15

Performs and/or assists with processing of labor relations activities, class and select activities and other human resources related technical and administrative support tasks involving the interpretation and understanding of Civil Service Rules and Regulations, and collective bargaining agreements.

Individual tasks related to the duty:

- Review, interpret, and process transactions for grievance settlements, ensuring operational feasibility and compliance with Civil Service Rules and Regulations and applicable Collective Bargaining Agreements.
- Create, modify, maintain, and coordinate New Employee Orientation for new hires in designated work area and ensure all forms are completed and filed in accordance with departmental policy and Civil Service Rules and Regulations.
- In a liaison capacity with Employee Benefits Division and MI HR Service Center, assist employees with questions regarding insurance benefits and open enrollment.
- Provide information to employees and managers regarding personnel issues, MSP policies and procedures, Civil Service rules and regulations, and collective bargaining agreements.
- Performs activities related to the preauthorized reclassification of employees.
- Review and respond to all inquiries from employees and managers within assigned work areas, MSP DMU, and Employee Benefits Division related to HR processes.
- In a liaison capacity with the Organizational Development Division (ODD) retirement technician, assist MSP employees with questions related to retirement. Connect employees preparing to retire to the ODD retirement technician to request one-on-one meeting to discuss final payouts and provide contact information (Office of Retirement, VOYA, Employee Benefits Division, etc.)
- Utilize compensation knowledge to understand and interpret Civil Service rules and regulations and CBAs as they relate to continuous service, defined benefit, and leave payouts.

Duty 4

General Summary:**Percentage: 15**

Point of contact for SIGMA-Tell related questions for MSP members, timekeepers and managers

Individual tasks related to the duty:

- Train assigned work areas (region, bureau, office) on functions of SIGMA and CSC and CBA provisions related to overtime or other payroll related requirements
- Run bi-weekly reports in SIGMA and reconcile data with information in HRMN, making corrections as needed.
- Run bi-weekly timesheet certification reports to ensure timely compliance.
- Update employee schedules in SIGMA default work schedules.

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.

Interpretation of Civil Service Rules and Regulations, Union contracts and departmental policies and procedures.

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

When Civil Service Rules or Regulations are not clear or when decision is beyond scope of 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.

Standard office environment involving extensive computer work which includes sitting and typing on a keyboard, sitting for extended periods, and ability to read computer screens.

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. |
| ☐ 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?

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

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

The Human Resources Division processes and tracks all information related to employee hires, promotions, transfers, labor relations, worker's compensation, leaves of absence, ADA issues, etc. This position is responsible for processing payroll and HR transactions for MSP members.

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 7 in state service; or one year of administrative support experience equivalent to the 7-level 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 or Human Resources Customer Service Representative, including one year equivalent to a Human Resources Assistant E8 or Human Resources Customer Service Representative E8 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 or Human Resources Customer Service Representative, including one year equivalent to a Human Resources Assistant 9; or two years of experience equivalent to a Human Resources Customer Service Representative E8 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 rules, practices and procedures used in public human resources administration. Knowledge of state government organization and missions. Knowledge of the functions assigned to various occupations in state government. Knowledge of Michigan Civil Service Commission rules, regulations, forms and procedures related to the work. Knowledge of collective bargaining agreement provisions and/or procedures related to the work. Knowledge of HRMN, MIDB, and/or agency-specific databases. Knowledge of state automated, human resource or payroll systems. Knowledge of interviewing techniques used to collect data. Ability to select and compile data for correspondence and reports. Ability to apply standards and guidelines to individual situations to identify acceptable and/or problem circumstances. Ability to meet officials of government and industry and the public to explain human resources operations. Ability to conduct established training sessions, workshops, conferences, seminars and programs regarding staff development and training. Ability to communicate effectively. Ability to maintain favorable public relations. Ability to assume responsibility and work independently. Ability to follow complex instructions.

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