

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

Position Code

1. HUMRALTE

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description Human Resources Analyst-E	10. Division Human Resources
5. Working Title (What the agency calls the position) Labor Relations Representative	11. Section Labor Relations
6. Name and Position Code Description of Direct Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DEAN, PAUL R; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

Function as a labor relations representative on a statewide basis for the Department of Corrections. Provide administration and interpretation of MCO, AFSCME, MSEA, MPE, and UAW Agreements and Civil Service Rules for NERE's for assigned facilities. Represent the department in all forums associated with the grievance process. As the position develops, it will be more and more responsible for the UAW collective bargaining agreement.

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: 80

Provide contract and rule interpretation for MCO, AFSCME, MSEA, MPE, and UAW Agreements and other Labor Relations issues for assigned institutions. Provide interpretation of Civil Service rules for NEREs for assigned institutions.

Individual tasks related to the duty:

- Interpret MCO, AFSCME, MSEA, MPE, and UAW Agreements in assigned area.
- Interpret Civil Service Rules, Procedures, etc. with regard to NERE's in assigned area.
- Investigates grievances filed at Step 2 and 3.
- Hold second/third step conferences.
- Research and prepare of post-arbitration/hearing briefs, ERB briefs and oral arguments.
- Work with the Union and LRO Officials to reach settlements at Steps 2.
- Interpret Civil Rights, Elliot Larsen, ADA, Title VII, Civil Service Rules and Regulations (including classification and selection).

Duty 2

General Summary:

Percentage: 15

Provide relevant training to assigned areas.

Individual tasks related to the duty:

- Mentor and train supervisors and managers on proper interpretation of various contracts, grievance handling, investigations, disciplinary conferences, and other labor relations matters.

Duty 3

General Summary:

Percentage: 5

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.

Advise management/supervisory personnel on labor relations matters (proper course of action, appropriate responses, etc.). Negotiating settlement agreements for various contracts in assigned geographic area.

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

Unique grievance cases that have broad departmental or legal implications.

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.

Work inside prisons, heavy workload, travel statewide.

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. |

N

N

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?

Ability to properly respond to second/third step grievances in writing, ability to travel to Department of Corrections work locations throughout the state. Ability to interpret contract language and written documents. Ability to clearly and concisely present the Department's position orally and in writing in Civil Service Hearings, pre-hearings, arbitrations, ERB proceedings, and other related activities such as oral and written closing briefs, examination, and cross examination. Ability to communicate effectively orally and in writing.

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

Updating PD to reflect Human Resources Analyst-E duties.

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

The work area is responsible for all aspects of labor relations for the Michigan Department of Corrections. The position is one of the staff employed to carry out all aspects of labor relations for area of responsibility.

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 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of labor contracts, labor relations principles, departmental policies and procedures and Civil Service Rules and regulations.

Ability to negotiate contracts, write and defend proposals, argue and present management's position in various forums.

Ability to handle multiple priorities and appropriately prioritize them.

Ability to make sound, rational decisions quickly and under pressure.

Ability to interpret written documents, contracts, policies, procedures, etc.

Ability to express arguments clearly and concisely both verbally and in writing.

Ability to analyze data.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

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.

KATLYN SAYLOR

1/24/2023

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