

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Culture, Community, Education, and Leadership
4. Civil Service Classification of Position Human Resource Developer 9-11	10. Division Leadership Development
5. Working Title of Position (What the agency titles the position) Human Resources Developer 9-11	11. Section
6. Name and Classification of Direct Supervisor WASHBURN, ERIC; HUMAN RESOURCES MANAGER - 2	12. Unit
7. Name and Classification of Next Higher-Level Supervisor SURRETT, DANIEL; STATE ADMINISTRATIVE MANAGER-1 15	13. Work Location (City and Address)/Hours of Work

14. General Summary of Function/Purpose of Position

This position serves as a leadership development trainer responsible for providing leadership training and development opportunities for newly hired and promoted supervisors, and continuous development opportunities for experienced managers/leaders. This position is responsible for implementation of job functional training for supervisors/managers as well as talent and leadership development training for all levels of staff. This entry level trainer/developer possesses knowledge as it relates to different levels of leadership and the knowledge and skill needed to perform supervisory, management, and leadership tasks effectively. This individual utilizes self-sufficient functioning skills, organizational skills and the ability to effectively interact with others. This position carries out duties in accordance with CCEL's commitment to diversity, equity, and inclusion.

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

Percentage: 60

Conduct and deliver leadership training sessions and seminars as assigned.

Individual tasks related to the duty.

- Select and organize training materials (i.e. on-the-job training assignments, handbooks, references, guides and job aides).
- Prepare training materials for training delivery
- Train various leadership portions of the New Supervisor Institute.
- Train topics specific to child welfare supervisors/managers.
- Train other programs as needed in areas of operational need.
- Participate in various initiatives directed to provide leadership support.
- Responsible for class monitoring, participant attendance and evaluation of trainee competence.
- Administer competency-based testing.
- Ensure training presentations and information meets current state and federal standards and guidelines as well as aligns with department goals.
- Examine and evaluate training materials for accuracy and effectiveness.
- Utilize the Learning Management System to document course information, and trainee performance and completion records
- Maintain New Supervisor Institute Sharepointe site resources

Duty 2

General Summary of Duty 2

Percentage: 20

Design and Develop Leadership Training.

Individual tasks related to the duty.

- Design and develop changes to existing supervisory trainings to keep the material current, as needed.
- Review current information and research to expand knowledge and understanding of various leadership concepts and models.
- Review and gather current information and research to use in the design and development of various leadership trainings.
- Design and develop basic leadership trainings.
- Coordinate and collaborate with other leadership development trainers.

Duty 3

General Summary of Duty 3

Percentage: 20

Participate in Special Projects, Teaming, Collaboration, and Communication

Individual tasks related to the duty.

- Deliver training or other developmental opportunities within leadership as a result of legislative or organizational emphasis.
- Collaborate with departmental offices, bureaus, and programs to deliver services and performance support in program areas.
- Serve as a liaison and CCEL representative to inter/intra-departmental committees and workgroups.
- Provide suggestions and input for ongoing MDHHS initiatives.
- Review and assure adherence to MDHHS Policy, and State & Federal guidelines.
 - Analyze information obtained from level 1 & level 2 Evaluations.
 - Analyze programs, policy conflicts or inconsistencies, evaluate alternative strategies, and recommend policy resolution.
- Participate in training-specific team meetings and contribute to team projects and development activities
- Other duties as assigned

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

- Decisions are made regarding training agenda and content. This decision impacts the capacity for learners to gain information necessary to perform the essential functions of their job effectively.
- Decisions are made regarding training methods, resources and techniques. This decision impacts learner safety and the ability of learners to understand and apply the new knowledge/skill.
- Decisions are made regarding training preparation. This involves gathering essential training equipment, supplies and multimedia visual aids. Preparation impacts the effectiveness of training delivery.

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

Modifications and addendums to training lesson plans as well as approval of assessment tools. Approval of training needs as it relates to travel and purchase of equipment/supplies. Additionally, supervisor review is required for training schedules and locations; inquiries regarding department policies and procedures; approval for attending external specialized training sessions; approval to develop potential in-service trainings on various specialized topics and approval to develop and present specialized trainings requested by external partners.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

There is traveling required to various training locations along with the physical demands of transporting great quantities of supplies and equipment. The troubleshooting of hardware, software, and other equipment necessitate an ability to access the floor for electrical outlets and data ports.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)		
20. My responsibility for the above-listed employees includes the following (check as many as apply): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> ☐ Complete and sign service ratings. ☐ Provide formal written counseling. ☐ Approve leave requests. ☐ Approve time and attendance. ☐ Orally reprimand. </td> <td style="width: 50%; vertical-align: top;"> ☐ Assign work. ☐ Approve work. ☐ Review work. ☐ Provide guidance on work methods. ☐ Train employees in the work. </td> </tr> </table>	☐ Complete and sign service ratings. ☐ Provide formal written counseling. ☐ Approve leave requests. ☐ Approve time and attendance. ☐ Orally reprimand.	☐ Assign work. ☐ Approve work. ☐ Review work. ☐ Provide guidance on work methods. ☐ Train employees in the work.
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21. <i>I certify that the above answers are my own and are accurate and complete.</i> Signature Date		

NOTE: Make a copy of this form for your records.

<u>TO BE COMPLETED BY DIRECT SUPERVISOR</u>
22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why? Yes.
23. What are the essential duties of this position? This position serves as a Leadership Development trainer responsible for training supervisors through the New Supervisor Institute as well as talent and leadership development for all levels of staff.

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

The position's duties and responsibilities have changed to include more general support in the area of leadership development training and the New Supervisor Institute. In addition, specific responsibilities around the design and development of leadership training have been added.

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

The Office of Culture, Community, Education, and Leadership provides statewide training and development to department and Private Agency employees in Child Welfare, Public Assistance, Adult Services, Leadership Development and other programs. This position delivers Leadership Training and Development to all levels of staff.

26. In your opinion, 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 Developer 9

No specific type or amount is required.

Human Resources Developer 10

One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer.

Human Resources Developer P11

Two years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of child welfare, public assistance, etc., programs.

Knowledge of leadership development methodologies.

Knowledge of Department program requirements, systems requirements, competency expectations, and adult learning principles.

Ability to use technology and various software in the delivery of training.

Effective Written and Verbal Communication Skills

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications

27. ~~I certify that the~~ ^{for this position} information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date