

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 Analyst-E	10. Division Office of Human Resources – Department of Corrections
5. Working Title (What the agency calls the position) Disability Management Claims Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor MAY, TISHA K; HUMAN RESOURCES MGR-3	12. Unit Technical Services/Disability Management Unit
7. Name and Position Code Description of Second Level Supervisor ZENEBERG, MARSHA; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Grandview Plaza, Lansing, MI / 80 hours Bi-Weekly
14. General Summary of Function/Purpose of Position This position will maintain a disability management caseload and perform specialized human resource analyst assignments related to the department's Workers' Compensation case management, Leave of Absence Programs, return to work, and LTD claims. The employee will perform a full range of program area activities; including processing applications, making eligibility decisions, serve as a primary contact for program information, and provide specialized technical guidance to employees, supervisors, HR Offices, and management throughout the department.	

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

Support of the department's Leave of Absence (LOA) Programs which include FMLA, Medical LOA, Parental LOA, and Military LOA.

Individual tasks related to the duty:

- Receive, review and make eligibility decisions on Leave of Absence applications and take further action, including follow up with employee, HR Office, Supervisor, Wardens, etc.
- Advise employees who have applied for a Leave of Absence on the parameters and advise of their entitlements/responsibilities, and of related entitlements such as LTD and FLSA.
- Develop and maintain data bases and files for Leave of Absences. Utilize Seibel, HRMN, Business Objects, etc. to produce reports for internal use and program area inquiries.
- Communicate with employees, supervisors, program staff, HR Offices, health care providers, Citizen's Management personnel, Employee Benefits, Rehabilitation Counselors, etc. to discuss entitlements for Leave of Absences, explain alternatives, provide recommendations, and explain eligibility decisions.
- Maintain awareness of trends in Leaves of Absence and report to management, Safety, OSE or other function areas.
- Assist Labor Relations staff in the defense of departmental decisions regarding Leaves of Absence; may testify in arbitrations.

Duty 2

General Summary:

Percentage: 20

Support of the department's Worker's Compensation Program.

Individual tasks related to the duty:

- Receive, review, and make eligibility decisions regarding Injury/Illness. Based on thorough review of report, verify completeness, retrieve additional statements (i.e. Critical Incident Report, Checklist), and obtain follow-up information from employee, supervisor, HR Offices and third party administrator.
- Explain, advise and counsel employees, with a "compensable" workers compensation claim, of their entitlements and responsibilities.
- Responsible for calculating necessary adjustments to reconcile sick and/or annual leave usage while ensuring proper payment is provided to the employee.
- Advise, counsel and make recommendations to employees, supervisor, program staff, HR Offices, health care providers, OSE and Civil Service on issues regarding workers' compensation; exchange information, explain alternatives, technical guidance, and eligibility decisions.
- Monitor claims for continuing disability; determine a course of action for returning an employee to work, etc.
- Maintain awareness of trends and administrative/court decisions regarding workers' compensation through research, professional publications and training opportunities. Report findings to appropriate entities.
- Assist Labor Relations staff in the defense of departmental decisions regarding workers' compensation; may participate in mediation, hearings, and arbitrations regarding process and eligibility.

Duty 3

General Summary:

Percentage: 20

Time reporting audits and other payroll related duties.

Individual tasks related to the duty:

- Biweekly review a sampling of SIGMA entries to ensure that payroll is being processed in accordance with contracts and regulations.
- Initiate and follow up with HR staff regarding time reporting issues.
- Work with DTMB to resolve tax reporting problems.
- Provides necessary training to HR staff to ensure payroll is completed accurately.

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

Continual decisions that would enhance services provided to the customer. Determine an employee's eligibility for FMLA, Leave of Absence, extended use of leave credits and worker compensation benefits. Aggressively work with third party administrator to develop strategies to shorten disability leaves of absence and return employees to work.

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

Decisions that would be made independently at the advanced levels. Supervisory review would be required when a change in policy or procedure is initiated, when guidelines or instructions are not available or when an unusual request needs supervisory approval.

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.

Normal office environment.

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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 will perform human resource analyst assignments related to the state's FMLA, Workers' Compensation, and Leave of Absence Programs for Michigan Department of Corrections. The employee will perform a full range of program area activities; including processing applications, making eligibility decisions, serving as a primary contact for program information, and providing specialized technical guidance to employees, supervisors, HR Offices, and management.

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 Technical Services/Disability Management Unit is responsible for a variety of programs including Payroll, FMLA administration, Workers' Compensation, medical Leaves of Absence, and Return to Work for the Michigan Department of Corrections. These programs have a direct and significant impact on employees and supervision. This position has the decision making responsibility for all leave requests.

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:

Thorough knowledge of state Workers' Compensation program, Leave of Absence program, labor contracts as they relate to disability management, Civil Service Commission Rules, federal legislation and case law, practices of human resources management, employee benefits and obligations. Ability to accurately administer Workers' Compensation and Leave of Absence. Ability to clearly communicate, work well with co-workers, supervision and customers. Ability to stay organized, prioritize work and meet deadlines.

**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.

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