

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

Position Code

1. STDDADM1E96N

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 STATE ADMINISTRATIVE MANAGER-1	10. Division MICHIGAN DEPARTMENT OF CORRECTIONS
5. Working Title (What the agency calls the position) REGIONAL HUMAN RESOURCES MANAGER	11. Section NORTHERN REGION
6. Name and Position Code Description of Direct Supervisor DEAN, PAUL; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor PATTERSON, JONATHAN C; SENIOR DIRECTOR	13. Work Location (City and Address)/Hours of Work 4533 W MARSHALL RD; KINCHELOE, MI 49788 / MONDAY - FRIDAY, 8 AM TO 4:30 PM

14. General Summary of Function/Purpose of Position

The position functions as a Human Resources Regional Manager having overall responsibility for planning and directing the region's human resources services. The manager is responsible for supervising all human resources offices assigned to correctional facilities within the region. The Regional Manager reports directly to the CSC/DOC Human Resources Director but is expected to ensure communication and cooperation is maintained with Wardens within the region, the Assistant Deputy Director and other regional staff assigned to the Kinross office.

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: 55

Provides overall guidance and direction on human resources related issues. Plans, organizes and directs the human resources operations at each facility within the region.

Individual tasks related to the duty:

- Ensure the region's Human Resources Officers provide overall human resources services at each correctional facility within the region.
- Ensure payroll processes and related transactions are accurately and timely completed.
- Ensure positions are established pursuant to the Department of Corrections recognized staffing patterns and in accordance with departmental and Civil Service Commission rules and regulations.
- Ensure selection processes are conducted in accordance with the DOC/EEO selection guidelines, Civil Service Commission rules and regulations, bargaining unit agreements and State and Federal law.
- Provide guidance and direction to the facilities and the Asst. Deputy Director in labor relations and labor management related issues.
- Provide information on, and interpretation of the various collective bargaining agreements and Civil Service Rules and Regulations.
- Ensure there are proper audits and controls maintained at the facilities.
- Maintain records, prepare reports and correspondence.

Duty 2

General Summary:

Percentage: 25

Supervision of human resources offices within the region.

Individual tasks related to the duty:

- Monitor performance and conduct probationary and annual evaluations of staff.
- Ensure Human Resources Officers perform annual evaluations of their subordinate staff.
- Conduct monthly staff meetings.
- Approve staff absences (annual and sick leave)
- Assign and reassign staff to ensure necessary office coverage of human resources offices.
- Ensure necessary training to Human Resources Officers and their staff is completed. This includes but is not limited to training staff on state wide human resources changes and initial training of new human resources office staff.

Duty 3

General Summary:

Percentage: 15

Represent the CSC/DOC Human Resources Director in communications with Northern Region staff, facility administration, regional administration and outside agencies.

Individual tasks related to the duty:

- Meet and discuss human resources related issues with facility human resources staff, Wardens and Asst. Deputy Director.

- Represent the CSC/DOC Human Resources Director in meetings with the Civil Service Commission, Office of the State Employer and other agencies as assigned.
- Disseminate information from the CSC/DOC Human Resources Director or other appropriate sources.
- Provide input and assist in development of policies and procedures.

Duty 4

General Summary:

Percentage: 5

Other related duties as assigned.

Individual tasks related to the duty:

- Responsible for completing special projects as assigned by the CSC/DOC Human Resources Director.

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

Interpret and respond to inquiries regarding DOC policies and procedures, CSC rules and regulations and bargaining unit agreements. Assignment and reassignment of staff.

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

Decisions that do not clearly fall within the above or require additional clarification. Decisions which have statewide impact or substantial financial impact.

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.

Statewide travel as necessary, standing, sitting, bending and walking. Significant time spent using computer and telephone. May have incidental contact with prisoners.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
MCCORMICK, MESHELL J	HUMAN RESOURCES SPECIALIST-2 13	SPRAGUE, KATHY A	HUMAN RESOURCES SPECIALIST-2 13
KITTLE, ROSALINDA	HUMAN RESOURCES SPECIALIST-2 13	VACANT	HUMAN RESOURCES SPECIALIST-2
WRIGHT, REBECCA J	HUMAN RESOURCES SPECIALIST-2 13	GLASSCOCK, DONNA M	HUMAN RESOURCES SPECIALIST-2 13
FORREST, STEPHEN J	HUMAN RESOURCES SPECIALIST-2 13	SPENCLEY, SHEILA M	HUMAN RESOURCES SPECIALIST-2 13
SUTHERLAND, MICHELLE A	HUMAN RESOURCES SPECIALIST-2 13	FOCO, MICHELLE A	HUMAN RESOURCES SPECIALIST-2 13

POMEROY, MARLA S	HUMAN RESOURCES SPECIALIST-2 13		
Additional Subordinates			

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

<input checked="" type="checkbox"/> Complete and sign service ratings.	<input checked="" type="checkbox"/> Assign work.
<input checked="" type="checkbox"/> Provide formal written counseling.	<input checked="" type="checkbox"/> Approve work.
<input checked="" type="checkbox"/> Approve leave requests.	<input checked="" type="checkbox"/> Review work.
<input checked="" type="checkbox"/> Approve time and attendance.	<input checked="" type="checkbox"/> Provide guidance on work methods.
<input checked="" type="checkbox"/> Orally reprimand.	<input checked="" type="checkbox"/> 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?

Providing overall supervision of human resources related functions within the region. Specifically, but not limited to providing guidance on employee relations, classifications and selections, payroll and benefits, recruitment, disability management, supervision of region staff, etc.
Instructing, directing and evaluating staff.
Establishing and maintaining effective relationships.
Communicating effectively both orally and in writing.
Analyzing facts and precedents in making administrative decisions.
Performing and ensuring audit responses are completed.

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

Geographic region has changed with the abolishment of the former Region 2 and closure of specific correctional facilities.

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

The work area is responsible for ensuring human resources services are provided to employees of the Department within the region in accordance with applicable rules and regulations. This position is responsible for planning and directing facility human resources staff in the delivery of human resources services to employees. The Regional Manager reports directly to the CSC/DOC Human Resources Director located in Central Office.

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:

State Administrative Manager 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15
Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

The preferred candidate will have practical experience in providing human resources services.

**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.

DIRK DENBESTE

Employee

Date