

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> CIVIL SERVICE COMMISSION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Department of Military and Veterans Affairs
<b>4. Civil Service Position Code Description</b> STATE OFFICE ADMINISTRATOR	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Human Resources Director	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> PATTERSON, JONATHAN C; SENIOR CHIEF DEPUTY DIRECTOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> GNODTKE, JOHN W; SENIOR DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> National Guard HQ Lansing MI / M-F 8-5

**14. General Summary of Function/Purpose of Position**

Serve as Human Resources Director for the Department of Military and Veterans Affairs (DMVA). The position is responsible for oversight and directing a broad range of complex human resource functions for the agency, including employee and labor relations, classification and selection, compensation, performance management, reasonable accommodations, and EEO.

This position works strategically with the agency leadership to advance the agency's mission and operational goals, while ensuring compliance with Civil Service rules and regulations, collective bargaining agreements, and applicable state and federal laws.

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: 50**

Serve as the appointing authority and administrator of the Human Resources office for the Department of Military and Veterans Affairs.

**Individual tasks related to the duty:**

- Serves as the AA responsible for carrying out all HR activities for the Department of Military and Veterans Affairs.
- Serve as key advisor to the Director and department executives on issues related to HR and Labor and Employee Relations. Carries out research and special projects on related issues as directed by top management
- Ensures that all Civil Service rules and regulations, labor contract provisions, and state and federal laws pertaining to HR are applied correctly and consistently.
- Work with agency leadership to establish goals, set priorities, and determine policies and procedures to guide agency in accomplishing objectives.
- Provide information and advice to employees and management team about HR services, functions, processes, policies, procedures and related issues.
- Develop and maintain positive working relationships within the agency, with Civil Service, exclusive representatives, and other state agencies.
- Advise agency and Civil Service leadership of sensitive, precedent-setting situations, and actively participate in development of resolution.

**Duty 2**

**General Summary:**

**Percentage: 40**

Oversight and supervision of the HR office and staff.

**Individual tasks related to the duty:**

- Select staff, ensuring merit principles are met.
- Develop performance plans and measure staff performance, with a focus on effective and efficient performance of duties. Provide timely feedback to employees to acknowledge exceptional performance and address any deficiencies.
- Provide guidance, mentoring, and training for staff for development and successful performance of their job.
- Monitor office performance and make necessary adjustments to ensure satisfactory services are provided.
- Ensure staff work strategically with agency staff in pursuit of agency's goals and objectives, while maintaining compliance with Civil Service rules and regulations.
- Engage staff to establish and maintain a culture of teamwork, continuous improvement, and keep staff apprised of changes within the agency served and Civil Service.
- Ensure compliance with federal regulations (e.g. EEOC, ADA, etc.) and that all responses are provided timely.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties or tasks as assigned.

**Individual tasks related to the duty:**

- Consult and work with Civil Service work areas, the Office of the State Employer, or other agencies to address issues.
- Ensure operational and budgetary needs are met.
- Serve on and/or lead work groups or project teams for MCSC and/or DMVA, as applicable.

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

Decides work priorities and how to best accomplish goals. Determines which staff will be assigned to specific issues and projects. Daily decisions involving interpretation and application of Civil Service rules and regulations, labor contract provisions, departmental policies and state and federal laws applicable to employment and human resources management. Decides best approach to resolving conflicts and disputes. Provides advice and counsel to management and employees on all human resources related issues. Decisions can affect the organization and management of individual units/divisions throughout the department as well as the employment standing of individual employees. Other potentially affected are union representative, Civil Service, OSE, Attorney Generals office staff. These decisions can impact budget, operations, and safety of personnel.

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

Policies and procedures impacting federal sector managers and budgets and decisions that can knowingly lead to potential litigation.

Highly sensitive issues such as Human Resources policy or organizational changes and lawsuit settlements.

Any proposed significant human resources project or initiative.

Progress of HR response to directives from DMVA executive staff.

Anything that may have statewide impact or implications outside of the agency.

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.

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>

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?

Serve as Human Resources Director for the Department of Military and Veterans Affairs (DMVA). The position is responsible for oversight and directing a broad range of complex human resource functions for the agency, including employee and labor relations, classification and selection, compensation, performance management, reasonable accommodations, and EEO.

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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 function of the work area is to provide the full range of Human Resources services to employees and management in the DMVA. This position oversees and directs state human resources staff in the delivery of HR services.

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 Office Administrator 17**

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

**Alternate Education and Experience**

**State Office Administrator 17**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Considerable knowledge of program planning, development, and evaluation methods.

Considerable knowledge of fiscal planning and management.

Considerable knowledge of staffing requirements and training necessary for the accomplishment of agency goals.

Considerable knowledge of labor relations, fair employment practices, and equal employment opportunity.

Considerable knowledge of public relations techniques.

Some knowledge of state and federal legislative processes.

Some knowledge of state government organization and functions.

Some knowledge of federal, state, and local relationships as these impact on the operation of a major state department.

Ability to analyze and appraise facts and precedents in making administrative decisions, to get to the source of a problem, and to probe and obtain critical facts from varied sources.

Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, board's, or commission's viewpoint.

Ability to plan, develop, and evaluate programs.

Ability to motivate and lead others in the accomplishment of a task.

Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a management level.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

**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.***

MATTHEW DERNOVSHEK

3/31/2026

\_\_\_\_\_  
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