

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

Position Code
1. HUMRTCHE

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) Civil Service Commission
4. Civil Service Position Code Description Human Resources Technician-E	10. Division
5. Working Title (What the agency calls the position) Human Resources Technician	11. Section
6. Name and Position Code Description of Direct Supervisor WILLIAMS, TOYA L; HUMAN RESOURCES SPECIALIST-3	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 400 S Pine Street Lansing MI 48909 / 40

14. General Summary of Function/Purpose of Position

This position functions as the technician within the Reasonable Accommodation (RA) Unit which has legal implications for the department and services the entire department. The position processes incoming reasonable accommodation request under the Americans with Disabilities Act (ADA) Title I and Title II, Title VII Civil Rights Act (Religious) , the Pregnant Workers Fairness Act (PWFA) and U.S. Equal Employment Opportunity Commission (EEOC) guidance, as well as any other request submitted to the RA Unit for the entire department. The position will review and analyze, determine if the information meets the requirement in accordance with the ADA and EEOC Guidance. The position will be fully involved in the interactive process in order to make a determination or recommendation on approval or denial.

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**

Processes incoming requests for reasonable accommodations ADA Title I and Title II, Religious Accommodations and Pregnancy Accommodations

Individual tasks related to the duty:

- Reviews and processes of initial reasonable accommodation requests received by the RA Unit.
- Communicates with the requestor to get additional information and clarification when needed as part of the interactive process to make a determination.
- Communicates and seeks clarification and additional information from medical practitioners and Disability Management Unit (DMU) as needed to evaluate and make determinations on accommodation requests.
- Communicate with the local HR offices and with the work location administration to obtain information on possible accommodation in order to approve, deny or offer alternative accommodation.
- Participates in the interactive process with employees requesting various accommodations.
- Make determinations and recommendations on approval or denial of reasonable accommodation requests.
- Ensure implementation of approved reasonable accommodations
- Work with the RA Specialist on more complex cases
- Contact staff and management to review the effectiveness or ineffectiveness of the approved/implemented reasonable accommodation requests and make adjusted as determined to ensure compliance with state and federal laws.
- Monitor the EEO General Mailbox for incoming requests, inquiries and communication.
- Answers internal MDOC/MSCS and other SOM department as well as general public communication providing guidance and interpretation of policy and accommodation process.
- Opens case file for employees submitting requests for workplace accommodations (Disability, Pregnancy and Religious)
- Answer questions pertaining to the reasonable accommodations process and regulatory requirements.
- Research and provide guidance to staff and administrators/supervisors on lactation requirements in accordance with state and federal laws.
- Create and submit referrals to outside agencies such as Michigan Rehabilitation Services (MRS) and the Bureau of Blind Services.
- Responsible for weekly updates for all facility and HR offices with outstanding/pending ADA cases.
- Review and make recommendations to update EEO policies and Disability Accommodation Request policies on a routine basis or as needed.

Duty 2**General Summary:****Percentage: 25**

Maintains database and case records for accommodation requests providing information and records as needed to various authorized entities.

Individual tasks related to the duty:

- Follows the record retention schedules and sends files to records storage center as determined.
- Maintains a filing system for the Department's: Disability, Religion and Pregnancy Accommodation Requests.
- Maintains case management database.
- Aids in program goals, design support, trainings and plans for implementation of record keeping systems.
- Prepares periodic reports from databases as requested for information regarding accommodation requests, training evaluations and other information
- Serves as a direct resource to HR Officers, Analysts and Technicians. As well as ITOs, DMU, IA, DEI, Wardens, and others located in DOC facilities and other SOM agencies throughout the state.
- Research and develop responses to EEOC and Civil Rights statements of concern and formal complaints.
- Prepare documents and responses for FOIA requests and work with the Office of Legal Affairs.
- Gather data for monthly reports to various administrations.
- Answer inquiries regarding grievances, disciplinary actions, discriminatory harassment complaints, civil rights complaints and EEOC complaint and other processes with direction of direct supervisor using discretion.

Duty 3**General Summary:****Percentage: 10**

Develops and helps to prepare training session materials for managers and employees concerning EEO program and issues.

Individual tasks related to the duty:

- Training Coordinator functions such as scheduling training, creating training announcements, communicating with participants, reserving rooms, creating training in the SOM Learning Management System, running training reports, create and send training evaluations etc.
- Works in conjunction with the training unit to provide the necessary documentation, upon request, as well as updating information as needed.
- Identify areas of training needs for state facilities and outstate offices and aids in developing training materials and manuals for training.
- Provides onsite support at meetings/events; registration, sign-in, technology set-up, and other assistance, as needed.
- Updates management on status of issues before scheduled meetings and trainings if needed
- Create and conduct training to new employees on reasonable accommodation and other EEO topic as needed.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned

Individual tasks related to the duty:

- Covers the Human Resources Division front desk as needed as back up.
- Assists in running reports from various HR systems if needed

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

Asses organizational and/or operational needs and recommends solutions to identified problematic areas. Interpreting policies and procedures and various regulations to assist department employees as it relates to accommodation. The decisions that are made affect the entire department. It is ensuring that the department is in compliance with several state and federal employment laws such as Americans with Disabilities Act Title I and Title II, Civil Rights Act Title VII, Pregnancy Discrimination Act etc. Failure to perform these tasks in accordance to policy/procedures, civil service regulations and state and federal laws can result in litigation and damages. The position will review, analyze, and determine if the information received meets the requirement in accordance with the ADA and EEOC Guidance. Either make a determination or a recommendation for an approval or denial for a Reasonable Accommodation Request.

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

Decisions that have an overall effect on the department or may be controversial and/or are outside established departmental policy.

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. Occasional travel and occasional work-related attendance within prison facilities.

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 functions as the technician within the Reasonable Accommodation (RA) Unit which has legal implications for the department and services the entire department. The position processes incoming reasonable accommodation request under the Americans with Disabilities Act (ADA) Title I and Title II, Title VII Civil Rights Act (Religious) , the Pregnant Workers Fairness Act (PWFA) and U.S. Equal Employment Opportunity Commission (EEOC) guidance, as well as any other request submitted to the RA Unit for the entire department. The position will review and analyze, determine if the information meets the requirement in accordance with the ADA and EEOC Guidance. The position will be fully involved in the interactive process in order to make a determination or recommendation on approval or denial.

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

New Establishment.

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

The function of the EEO Office is to coordinate and implement the Department's equal employment programs, including Diversity, ADA, Discriminatory Harassment and assisting in litigation of employees in accordance with departmental policy and state and federal guidelines.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Human Resources Technician 7

One year of experience equivalent to a Human Resources Assistant 7; or one year equivalent to a Human Resources Customer Service Representative 7 in state service; or one year of administrative support experience equivalent to the 7-level in state service.

Human Resources Technician 8

One year of experience equivalent to a Human Resources Technician 7; or two years of experience equivalent to a Human Resources Assistant or Human Resources Customer Service Representative, including one year equivalent to a Human Resources Assistant E8 or Human Resources Customer Service Representative E8 in state service.

Human Resources Technician E9

Two years of experience equivalent to a Human Resources Technician, including one year equivalent to a Human Resources Technician 8; or three years of experience equivalent to a Human Resources Assistant or Human Resources Customer Service Representative, including one year equivalent to a Human Resources Assistant 9; or two years of experience equivalent to a Human Resources Customer Service Representative E8 in state service.

Alternate Education and Experience**Human Resources Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Human Resources Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Human Resources Technician E9

Possession of a Bachelor's degree and one year of human resources related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of rules, practices and procedures used in public human resources administration.

Knowledge of state government organization and missions.

Knowledge of the functions assigned to various occupations in state government.

Knowledge of Michigan Civil Service Commission rules, regulations, forms and procedures related to the work.

Knowledge of collective bargaining agreement provisions and/or procedures related to the work.

Knowledge of HRMN, MIDB, and/or agency-specific databases.

Knowledge of state automated, human resource or payroll systems.

Knowledge of interviewing techniques used to collect data.

Ability to select and compile data for correspondence and reports.

Ability to apply standards and guidelines to individual situations to identify acceptable and/or problem circumstances.

Ability to meet officials of government and industry and the public to explain human resources operations.

Ability to conduct established training sessions, workshops, conferences, seminars and programs regarding staff development and training.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to assume responsibility and work independently.

Ability to follow complex instructions.

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

Appointing Authority

1/20/2026

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