

Position Code 1.

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 9-P11	10. Division Licensing and Regulatory Affairs (LARA) and Insurance and Financial Services (DIFS) Office of Human Resources
5. Working Title (What the agency calls the position) Labor Relations Rep	11. Section
6. Name and Position Code Description of Direct Supervisor SATKOWSKI, AMANDA M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MAY, LORI; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 W OTTAWA ST; LANSING, MI 48915 / Monday - Friday, 8 AM to 5 PM
14. General Summary of Function/Purpose of Position This position's primary responsibility is functioning as a Labor Relations Analyst for the Department of Licensing and Regulatory Affairs (LARA) in assigned bureaus, and the Department of Insurance and Financial Services (DIFS). This position represents management at Civil Service hearings, in areas related to Collective Bargaining Agreements (CBAs), interprets CBA's, applicable Civil Service rules and regulations, and department policies and procedures. This position provides direction/guidance to management as it relates to performance issues, corrective and disciplinary action, and employee relations. This position also provides assistance with Labor Relations training for managers, and is the backup to the DATC.	

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: 70

This position serves as a labor relations analyst performing labor relations activities. This position represents management in areas related to Collective Bargaining Agreements (CBAs), interprets applicable Civil Service rules and regulations, and department policies and procedures; provides guidance to management as it relates to performance issues, corrective and disciplinary actions.

Individual tasks related to the duty:

- Provides contract interpretation for the following unions: UAW, MSEA, S & E Scientific and Engineering.
- Represents the Departments in labor management meetings
- Participates in primary and secondary contract negotiations.
- Represents management and conducts Department level grievance conferences and provides response; proposes and negotiates settlements with supervisory approval.
- Provides guidance and advice to management on matters as it relates to employment actions and the CBA's.
- Interprets Civil Service rules and regulations, and department work rules and policies for management to ensure accurate application as it applies to employee relations.
- Administers Department policies and procedures.
- Provides guidance to managers on progressive discipline.
- Conducts and/or assists with the investigative process and disciplinary action/conference in accordance with CBA's and Civil Service rules and regs.
- Provides guidance and written instruction on formal counselings, performance issues, and performance development plans.
- Represents the Departments at Civil Service Hearings.
- Participates in Labor Relations related training to all department managers and supervisors.

Duty 2

General Summary:

Percentage: 20

Administers classifications and selections for assigned areas.

Individual tasks related to the duty:

- Reviews, approves or denies, and/or modifies classification actions such as establishments, working out of class, senior standards, specialist concepts, recoding, reporting structures.
- Makes recommendations for modification of class specs.
- Works with management on organizational structures.
- Posts vacancies via NEOGOV.
- Approves screening and selection criteria, and interview questions for selection processes.
- Evaluates candidates for education and experience requirements.
- Approves selection of candidate, and determines pay rate.
- Approves reassignments, transfers, promotions.
- Consults with managers and administration on classification and selection matters.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Assists with discriminatory harassment investigations
- Serves as backup to the DATC
- Participates in department work groups
- Other duties as assigned

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

As a Labor Relations Analyst, the incumbent makes decisions interpreting and applying union contracts, Civil Service regulations, rules, departmental policies, procedures and practices, and corrective and disciplinary action. Counsels management on employee relations that affect working relationships.

17. Describe the types of decisions that require the supervisor's review.
Decisions that impact current department practices or are contrary to other department actions, issues that involve changes in interpretation of Civil Service rules and regs and policies and procedures; all termination and suspension cases.

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.
All activities are performed in a normal/standard office environment. Sitting for long periods of time may be required. May require some traveling.

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"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input 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?
This position's primary responsibility is functioning as a Labor Relations Analyst for the Department of Licensing and Regulatory Affairs (LARA) in assigned bureaus, and the Department of Insurance and Financial Services (DIFS). This position represents management at Civil Service hearings, and in areas related to Collective Bargaining Agreements (CBAs), interprets CBA's, applicable Civil Service rules and regulations, and department policies and procedures. This position provides direction/guidance to management as it relates to performance issues, corrective and disciplinary action, and employee relations. This position also assists with labor relations manager's training, assists with discriminatory harassment claims, and is the backup to the DATC.

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

25. What is the function of the work area and how does this position fit into that function?
This position is located in the Office of Human Resources for LARA and DIFS, and is responsible for labor relations matters and employee relations within these departments. This position will also provide oversight in classifications and selections in assigned areas.

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:

Ability to interpret rules and regulations, policies and procedures

Ability to communicate effectively with others and maintain favorable public relations

Knowledge of labor relations, grievances, appeals, employment practices

**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.

Employee

Date