

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 LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Administrative Operations
4. Civil Service Position Code Description HUMAN RESOURCES SPECIALIST-2	10. Division
5. Working Title (What the agency calls the position) Senior People Services Specialist	11. Section People Services
6. Name and Position Code Description of Direct Supervisor JUSTICE, MARKIE L; NONSTATE SUPERVISOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor FELDPAUSCH, LYNNE; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Sq. Lansing, MI 48913 / Mon-Fri 8a-5p or approved alternative schedule

14. General Summary of Function/Purpose of Position

This position serves as the Recruiting & Classification Specialist for the Michigan Economic Development Corporation. This position is responsible for administering and providing direction to staff and management relating to MEDC corporate and MSF classifications, recruitment, selections, appointments, and compensation. Serves as the Drug and Alcohol Testing Coordinator, HRMN Security Administrator, and the business objects/data reporting administrator. Performs related work as assigned.

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: 40

Serves as the classifications expert providing business unit managers and leadership with guidance and advice on all aspects of classification, establishment, reclassifications, appointments, structuring of positions, and reorganizations of MSF classified and MEDC corporate employees.

Individual tasks related to the duty:

- Utilizes expertise in analyzing and interpreting selection and classification procedures to ensure that all appointments comply with Civil Service rules and regulations, contractual requirements and MEDC policies and procedures.
- Provides interpretation and explanation of Civil Service rules and regulations, union contracts related to hiring, and Department processes related to the Divisions.
- Ensures compliance with all EEO requirements and state and federal laws. Ensure that proper methods, procedures and processes are being utilized by corporation staff.
- Interprets and offers guidance on applicable classification and selection rules and regulations and applicable federal and state laws to employees, managers and leadership.
- Serves as an MEDC's Appointing Authority and represents the Department's interest in selection and classification matters such as classifications requests, employee generated position reviews, and technical appointment complaints and technical classification complaints.
- Develops and maintains strong working relationship with MEDC managers to ensure that human resources needs are met; develops an understanding of work area's business needs.
- Builds and maintains effective working relationships with the Michigan Civil Service Commission in order to achieve organizational goals. Attends applicable meetings to stay informed with CS procedures.
- Performs job and task analysis to document job requirements & objectives.
- Works with the business units to prepare position descriptions for the establishment and reclassification of state positions. Assist managers in creating senior standard documents.
- Works with the business units to prepare job descriptions for the establishment of corporate positions. Create and administer job families, as needed.
- Works with management on reorganization issues and ensures that all necessary components of reorganizations within the MEDC are completed. Updates internal org charts to reflect changes.
- Provides guidance to employees and leadership on layoff and recall and employee bumping rights.
- Reviews requests for working-out-of class assignments to determine conformance with Civil Service Rules and MEDC corporate procedures.
- Review and assist in the formulation of senior standards and specialist concepts developed by management.
- Responds to audit questions for appointments, working-out-of class issues, and compensation.
- Maintains records and prepares reports and correspondence.
- Attends meetings representing the department's People Services (HR) office.
- Provides training to co-workers and managers on selection and classification regulations, policy and procedures.

Duty 2

General Summary:

Percentage: 40

As the recruitment and selections specialist, position is responsible for oversight of all recruiting and selection processes for MSF classified and MEDC corporate positions. At the specialist level, this position has the authority to make independent decisions regarding the best use of selection and recruiting tools and supports the design and implementation of proactive recruitment strategies to effectively fill positions within Civil Service guidelines and MEDC corporation policies.

Individual tasks related to the duty:

- Serves as MEDC/MSF designated recruiter. Represents MEDC at recruitment/job fairs to attract candidates.
- Analyzes issues/problems; identifies and implements solutions to issues/problems; serves as an advocate of good human resource practices and recruitment process improvements.
- Develops and maintains candidate pools and identifies sources of recruitment for agency positions; performs outreach to passive candidates to encourage interest in MEDC positions.
- Works with Director of People Services to develop overall organizational recruitment strategy. Works to identify and develop talent pipeline.
- Identifies and develops relationships with external partners, stakeholders, organizations, etc. to support development of talent pools.
- Post vacancies using the state's online applicant tool (NEOGOV), the MEDC's website and various recruitment sites and job boards.
- Provides guidance to managers in completing their recruitment needs; provides technical assistance as necessary. Looks for creative methods in filling complex, hard-to-fill positions.
- Reviews requests for selective position requirements and assists corporation personnel in making formal requests to Civil Service. Works with Civil Service staff to finalize selective position requirements, modifies education/experience requirements on class specifications, and opens up testing in difficult to recruit classes.
- Evaluate candidate credentials to ensure eligibility for competing in the selection process.
- Reviews and approves interview panels, interview questions, selection and screening criteria.
- Serves as a resource to managers on interviewing techniques. Provides interview training to managers and employees as needed.

Duty 3

General Summary:

Percentage: 20

Conducts special projects or assignments related to human resources management. Serves as the MEDC's Drug and Alcohol Testing Coordinator, HRMN Security Administrator, and the Business Objects/data reporting administrator

Individual tasks related to the duty:

- Leads and/or assists with projects and initiatives related to HR's core functions.
- Coordinate with MEDC DEI/Organizational Development unit on overlapping organizational initiatives.
- Counsel employees on opportunities for career advancement.
- Serves as the Drug and Alcohol Testing Coordinator for MSF/MEDC.
- Serve as the primary HRMN Security Administrator for MSF/MEDC.
- Leads and/or assists with development of policies and procedures.
- Serve as the Business Objects/data reporting administrator. Maintains recruitments database and prepares reports. Complete monthly headcount reports, turnover reports, EEO reporting, and specialized business objects reports as requested.
- Attends & provides guidance in meetings representing the organization's human resources office.
- Updates and creates organizational charts for the corporation.
- Serves as the liaison for temporary employee hires.
- Provides back-up support for other MEDC HR functions.
- Performs 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.

Serves as final recommending authority on classification and selection issues. Independently draws conclusions and interprets and explains policies, procedures, and rules related to the subject matter. All work areas of the department are affected by these decisions; the general public seeking job opportunities may also be affected.

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

Development of language for policies that affect the corporation would require supervisor review; some policies may require approval by the MEDC Executive Board. Issues that may be politically sensitive or precedent setting.

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.

This position functions in a normal office work setting with standard computer usage. Some in-state travel may be required to job fairs, etc.

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 serves as a Senior Specialist in the People Services (HR) for the Michigan Economic Development Corporation. This position is responsible for administering and providing direction to staff and management for MEDC corporate and state issues relating to Classifications, Recruitment, Selections, Appointments, and Compensation. Serves as the Drug and Alcohol Testing Coordinator, HRMN Security Administrator, and the Business Objects/Data reporting administrator. Performs other related work as assigned.

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

Minor updates to reflect renewed focus on proactive agency recruitment.

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

The People Services (HR) unit is responsible for providing human resources services related to classification, recruitment, hiring, payroll, benefit administration, and leave of absence administration for all business units within the Michigan Economic Development Corporation. This position fits into this function by serving as the staff specialist responsible for providing staff and management with guidance on recruitment, selection, and appointments of the MEDC's classified and corporate employees.

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.

Prefer a major in Human Resource Management, Business Administration, General Management, Psychology, Organizational Psychology or related.

EXPERIENCE:

Human Resources Specialist 13

Four years of professional experience equivalent to a Human Resources Analyst, including two years equivalent to a Human Resources Analyst P11 or one year equivalent to a Human Resources Analyst 12.

Prefer experience with governmental human resource practices, position classification and analysis, and/or non-profit/governmental recruiting. Candidates with knowledge and familiarity with State of Michigan/Civil Service classification/selection regulations are preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Tact, confidentiality, good communication, writing and interpersonal skills.
- Thorough knowledge of Civil Service Rules and Regulations, NEOGOV and HRMN.
- Knowledge of recruiting best practices and strategies.
- Knowledge of Human Resources programs, policies, and procedures
- Knowledge of state government organization and structure, functions, and occupations.
- Knowledge of employment practices and related laws, rules, and standards including applicable equal employment opportunity, affirmative action, civil rights, and other related laws and practices.
- Knowledge of Michigan Civil Service rules, regulations, forms, and procedures.
- Knowledge of employee rights, benefits, and obligations.
- Ability to interpret and apply laws, rules, and regulations.
- Ability to collect, analyze and interpret data.
- Ability to complete projects independently.
- Ability to provide guidance and train others in the work.
- Ability to maintain records, and prepare reports, and correspondence related to the work.
- Ability to maintain favorable relationships.
- Ability to complete projects independently.
- Ability to communicate effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required. SHRM-CP/SHRM-SCP or PHR/SPHR Preferred.

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.

None.

I certify that the entries on these pages are accurate and complete.

MARKIE JUSTICE

9/18/2022

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