

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

<b>Position Code</b> 1. HUMRSPL2C52N
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## 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> HUMAN RESOURCE OPERATIONS
<b>4. Civil Service Position Code Description</b> Human Resources Specialist-2	<b>10. Division</b> Licensing and Regulatory Affairs (LARA) Office of Human Resources
<b>5. Working Title (What the agency calls the position)</b> HUMAN RESOURCES SPECIALIST	<b>11. Section</b> INSURANCE AND FINANCIAL SERVICES
<b>6. Name and Position Code Description of Direct Supervisor</b> SATKOWSKI, AMANDA M; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MAY, LORI; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 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 Specialist 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 all 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 training on a variety of complex topics, and serves as a backup for discriminatory harassment claims, 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 specialist and provides expertise on the full range of labor relations activities. This position represents management in all 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, and primary and secondary contract negotiations.
- Represents management and conducts Department level grievance conferences and provides response; proposes and negotiates settlements.
- Represents the Department at mediation and arbitrations.
- Provides guidance and advice to management on complex matters as it relates to employment actions and the CBA's.
- Functions as the liaison between the Department and OSE.
- Interprets Civil Service rules and regulations, and department work rules and policies for management to ensure accurate application as it applies to employee relations.
- Provides expert advise in the area of Department policies and procedures; makes recommended changes to align with rules and regulations, and ensures compliance with CBAs.
- 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 counseling's, performance issues, and performance development plans.
- May mediate between management and employees.
- Represents the Departments at Civil Service Hearings, and ERB appeals.
- Develop and deliver 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:**

- Participate in new employee orientation
- Assist with Discriminatory Harassment investigations
- Serve as backup to the DATC
- Participate 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 Specialist, the incumbent makes significant 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 state employment across departments; issues that involve changes to 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 Specialist 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 all 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 training on a variety of complex topics, and serves as a backup for 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.**

**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 Specialist 13 - 15**

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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting. Knowledge of fiscal planning, budgeting, and management. Specialist: Knowledge of the operational and technical problems involved in the administration of a specialized program. Knowledge of the assigned program specialty. Administrative Assistant and Specialist: Knowledge of methods of planning, developing and administering programs. Knowledge of state and federal laws and legislative processes related to the work. Knowledge of reporting methods and techniques. Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved. Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources. The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position. **JOB QUALIFICATIONS Knowledge, Skills, and Abilities NOTE:** Ability to plan, coordinate, and expedite work projects. Ability to interpret complex rules and regulations. Ability to communicate with others verbally and in writing.

**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