

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 TECHNICIAN-A	10. Division MICHIGAN DEPARTMENT OF TRANSPORTATION
5. Working Title (What the agency calls the position) HUMAN RESOURCES TECHNICIAN	11. Section OFFICE OF HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor SIMKINS, JOSEPH W; STATE ADMINISTRATIVE MANAGER-1	12. Unit LABOR RELATIONS
7. Name and Position Code Description of Second Level Supervisor DELUCA, THERESA L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. OTTAWA, LANSING, MI / MONDAY - FRIDAY, 7:30 AM TO 4:00 PM
14. General Summary of Function/Purpose of Position This position serves as one of two Labor Relations Human Resources Technicians. For assigned work areas, this position functions as the recognized resource responsible for the coordinating drug and alcohol testing as it pertains to pre-employment, pre-appointment, random, and follow up testing; serving as a point of contact for the Office of Human Resources (OHR) and Department for the Federal Motor Carrier Safety Administration (DMCSA) Clearinghouse processes and requirements; and reviewing and processing along with all technical facets of the department's unemployment processing. This position also provides technical assistance to the OHR.	

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: 25

Recognized resource for the assigned MDOT work areas, ensures MDOT is in compliance with all procedures and requirements as it pertains to pre-employment, follow-up, and random drug and alcohol testing in accordance with FMCSA, Civil Service rules and regulations, Collective Bargaining Agreements (CBAs), and MDOT procedures for all applicants, employees, and those who are required to maintain a Commercial Driver's License (CDL), operate a Commercial Motor Vehicle (CMV) and/or who are in a safety sensitive position.

Individual tasks related to the duty:

- Coordinate random drug testing process including developing a spreadsheet, recording results, filing into Content Manager, following up on missing documents, and notify the Office of State Employer of results monthly. Contact supervisors to initiate random drug tests.
- Responsible for overseeing, analyzing, and processing all pre-employment drug test results and medical examiner's certifications, if applicable and maintaining appropriate documentation.
- Responsible for coordinating and processing all pre-employment, pre-appointment, random, and follow up drug and alcohol tests for current employees and maintaining appropriate documentation.
- Responsible for liaising and coordinating with MDOT's Drug and Alcohol Testing Coordinator (DATC) / Designated Employer Representatives (DER) for any issues that may arise during the pre-employment, pre-appointment, random, or follow up drug and alcohol testing process.
- Continuously monitor the state's third-party drug and alcohol testing database and onboarding documents received from the work area throughout each day. Communicate to the applicable Personnel Liaison and OHR staffing team member when a candidate is eligible for hire.
- Verify medical providers for any medical examiner's certificates received.
- Inform work area of test designated requirements and associated training for employees performing safety sensitive duties or operating a commercial vehicle.
- Responsible for submitting notices of test designated positions and informing the work area that employees are notified of the test designated status. Track and ensure receipt of acknowledge of test designated position is received as applicable.
- Inform work area of their need to rescind conditional offers of employment as appropriate based on drug testing results.
- Prepare sanction letters for drug and alcohol tests as required and submit to Labor Relations Manager for review.
- Stay abreast of any changes to the SOM's Drug and Alcohol Testing program. Ensure OHR and MDOT staff remain informed on changes to clinics and testing procedures. Attend DATC/DER meetings offered through the OSE.
- Conduct reviews of procedures to evaluate and improve the effectiveness, efficiency, and tracking of drug and alcohol testing for the Department.
- Order any new chain of custody forms for MDOT managers, personnel liaisons, and/or the OHR office as needed.
- Review monthly billing and oversee drug and alcohol testing payment authorizations for the assigned MDOT territories/work areas.
- Assist Labor Relations staff in gathering documents for positive drug or alcohol tests. Submit any result of positive drug or alcohol tests through the DMCSA Clearinghouse, as required by the FMCSA.
- Develop and maintain standard operating procedures.

Duty 2

General Summary:

Percentage: 25

Recognized resource for the assigned MDOT work areas, ensure MDOT is compliant with the FMCSA Regulations, Civil Service Rules and Regulations, and MDOT procedures for any applicants or employees required to maintain a CDL, operate a CMV, and/or are in safety sensitive positions.

Individual tasks related to the duty:

- Serve as the point of contact for assigned work areas for the FMCSA Clearinghouse.
- Analyze and ensure all driver qualification forms are compliant prior to applicant's hire.
- Ensure employer inquiry form to previous employers for CDL and safety sensitive positions are received and review for possible violations. Ensure any previous employer non-compliance action is taken in accordance with the FMCSA.
- Complete full query in the FMCSA Clearinghouse database and ensure the candidate is eligible for hire.
- Complete CMV and CDL annual certifications in accordance with FMCSA Regulation requirements.

- Complete CMV inquiry forms (Form 1463) upon receipt.
- Review submitted Driver's Annual Certification of Violations forms (Form 1464) and Physician Statements and defer to Labor Relations Representative when necessary.
- Track and ensure CDL's and medical examiner certificates are obtained for employees hired with a conditional offer of employment to obtain them within a specified time period. Ensure all FMCSA requirements are met once license and certification is obtained.
- Maintain and ensure all MDOT driver files for CMV operators and CDL holders are in compliance with FMCSA requirements.
- Ensure processes are in place to monitor CMV operators and CDL holders as far as ensuring employees are maintaining required licensure, certifications, and endorsements. Utilize Business Objects reports and other methods to run reports bi-weekly to ensure compliance. Collaborate with appropriate Labor Relations staff and work areas in obtaining renewed CDL and medical examiner's certificates.
- Work collaboratively with Labor Relations staff, Personnel Liaisons, and Supervisors when employees required CDL or medical examiner's certificate lapses, is suspended, or downgraded.
- Develop and maintain standard operating procedures.

Duty 3

General Summary:

Percentage: 25

Coordinate the technical aspects of Unemployment Claims for the Michigan Department of Transportation (MDOT) for assigned areas.

Individual tasks related to the duty:

- Review, interpret, and provide technical guidance to OHR staff, MDOT Personnel Liaisons, and management in the review and processing of unemployment claim requests.
- Process all unemployment claims on a weekly basis, or more frequently as needed, utilizing the Unemployment Insurance Agency MiWAM system.
- Respond to inquiries submitted by the Unemployment Office within required time limits. Act as a liaison between the Department and the Unemployment Office as needed.
- Gather applicable documentation for and prepare and issue applicable letters to the Unemployment Office through the Unemployment Insurance Agency MiWAM system and/or via fax.
- Analyze and determine which claims should be protested and identify claims for potential identity theft. Seek guidance from the Labor Relations Manager as needed.
- Contact affected employees, complete applicable unemployment forms (e.g., form #6349E), and provide required information upon recognizing an unemployment claim as potential identity theft, as these situations arise.
- Request unemployment appeal of decisions as necessary.
- Verify the accuracy of quarterly amounts to be refunded to the Unemployment Agency are accurate and within the maximum amounts determined by the Unemployment Office.
- Track all unemployment billing statements and submit them for payment.
- Communicate to MDOT Personnel Liaisons and OHR staff all pertinent information related to unemployment claims.
- Research, attend trainings, and stay abreast of all changes in unemployment laws and/or policies related to employment with MDOT.
- Develop and maintain standard operating procedures.

Duty 4

General Summary:

Percentage: 15

Provide technical assistance to OHR staff.

Individual tasks related to the duty:

- Assist in maintaining the Labor Relations Teams Channel and Labor Relations mailbox.
- Provide office support including, but not limited to, answering phones, answering the door, and greeting customers.
- Work with the Department of Technology, Management and Budget (DTMB) for the Content Manager electronic filing system as a coordinator for labor relations and as one of the coordinators for the OHR.
- Complete employee departure reports and draft discipline letters.
- Create and maintain various electronic files in Content Manager including personnel files, grievances, arbitrations, internal complaints, investigations, discipline files, licensure lapse, etc.
- Prepare and send correspondences to unions, personnel liaisons, supervisors, and employees.

- Process all Union leave requests including entering the leave in SIGMA, notifying the employee, Union, and the Personnel Liaison, and ensure the employee's timesheet accurately reflects the appropriate leave for payroll processing. Prepare and send records to Civil Service Compliance at the end of each pay period, as required.
- Run reports regarding performance evaluation (PE) plans and send to work areas. Track and ensure PE plans are completed timely and notify Labor Relations representative as appropriate.
- Process supplemental employment requests and conflict of interest forms for review, signature, and distribution.
- Review driving records from Secretary of State (SOS) and determine the appropriate action needed.
- Coordinate scheduling and tracking attendance at the Labor Relations Supervisor training.
- Send and track arbitration bills to be paid, as needed.
- Prepare reports as needed.
- Assist in maintaining the OHR SharePoint page including, but not limited to, updating outdated information, adding new information, and posting seniority lists within required time limits as appropriate. Respond to inquiries from management and the unions on seniority lists.
- Maintain calendars, schedule meetings, telephone and video conferences, and reserve conference rooms.
- Process Waived Rights Leaves of Absence and monitor database to determine upcoming expirations.
- Participate in, present, and coordinate New Employee Orientation and notify appropriate Unions of scheduled orientations.
- Compile and review data; construct charts and graphs; prepare written summaries or conclusions for requested reports.
- Compiles and prepares documents, personnel file requests, and Freedom of Information Act (FOIA) requests.
- Develop and maintain standard operating procedures.

Duty 5

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Develop and present various trainings and present at meetings as appropriate.
- 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.

Coordination of follow-up and random drug and alcohol testing. Review of pre-employment drug test results and medical examinations. Review of applicable forms required by the FMCSA for pre-employment and annual review for CDL holders and CMV operators. Position follows established agency policies and procedures and Civil Service rules and regulations. Determinations on responses to unemployment claims. Determinations regarding Content Manager electronic files.

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

Issues that involve interpretation of Civil Service Commission rules and regulations and CBAs. Decisions that have statewide impact on the Department. Politically sensitive transactions. Issues that involve change in procedures, revocation of conditional offers of employment, action on positive drug or alcohol tests, and refusal to submit to a required drug or alcohol test. Any driver qualification concerns.

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.

Typical work associated with an office environment including working from a computer for extended periods of time. Some travel may be required.

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):

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|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

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

The duties/language within this PD are all being updated to reflect the current work of this position.

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

The OHR includes Labor Relations, Compensation, and Staffing sections. This position serves as an HR technician, which provide assistance to all sections within the OHR, as well as the MDOT's various regions, offices, and bureaus. At times, this position requires coordination and communication with outside departments and agencies, including the OSE, DTMB, Unemployment Office, and Labor Unions.

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:

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Rules, practices, and procedures used in public human resources administration.
- State government organization and missions.
- Michigan Civil Service Commission rules, regulations, forms and procedures related to the work.
- Collective bargaining agreement provisions and/or procedures related to the work.
- Human resource or payroll systems.
- Interviewing techniques used to collect data.

Ability to:

- Select and compile data for correspondence and reports.
- Apply standards and guidelines to individual situations to identify acceptable and/or problem circumstances.
- Meet officials of government and industry and the public to explain human resources operations.
- Conduct established training sessions, workshops, conferences, seminars and programs regarding staff development and training.
- Communicate effectively.
- Maintain favorable public relations.
- Assume responsibility and work independently.
- Follow complex instructions.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

