

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

Position Code 1. HUMRASTE94N
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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.	
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 Assistant-E	10. Division Jackson Region
5. Working Title (What the agency calls the position) HR Assistant	11. Section Jackson HR Office
6. Name and Position Code Description of Direct Supervisor VACANT; HUMAN RESOURCES MGR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor BROWN, TAMMY L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3400 Cooper Street, Jackson, Michigan 49201 / Monday - Friday, 8 AM - 4:30 PM
14. General Summary of Function/Purpose of Position Performs a variety of human resource management support activities. The work involves providing technical guidance to employees and/or supervisors and the general public regarding recruitment, selection, classification issues, labor relations and payroll. Also involves the explanation, limited interpretation, and the application of Civil Service Commission Rules, labor contracts and departmental rules, policies, agreements and, procedures in the processing of human resource actions.	

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

Bi-weekly payroll processing

Individual tasks related to the duty:

- Responsible for completion of payroll in automated State Integrated Governmental Management Applications (SIGMA) for a specific case load of employees on a bi-weekly basis. Audit and certify payroll for release by Human Resources Technician or Human Resources Officer. Serve as back up for the other Human Resources Assistants/Technicians.
- Ensure all supporting documentation, i.e., leave slips, overtime slips, are submitted.
- Process time and attendance adjustments in SIGMA, ensuring all necessary supporting documentation is obtained prior to entry.
- Update employee schedules in automated Ultra Time system and in SIGMA default work schedules.
- Responsible for overnight processing in Ultra Time system.
- Assist in developing and providing training for supervisors and/or timekeepers in timekeeping process.
- Review draft procedures regarding time and attendance and provide input.
- Provide employees and supervisors with payroll policy and/or contract changes.
- Maintain a filing system for all payroll and required documentation.

Duty 2

General Summary:

Percentage: 25

Input, update, and/or retrieve information from Human Resources Management Network (HRMN) system.

Individual tasks related to the duty:

- Process all new hires, recalls, promotions, transfers, probationary ratings, separations, layoffs, and leaves of absence.
- Process all Gross Pay Adjustments, Net Pay Adjustments, Reclassifications, Working out of Class, and Manual Payments.
- Maintain all employee time accrual plans.
- Ensure all necessary documentation supporting all actions is obtained prior to entry into HRMN system.

Duty 3

General Summary:

Percentage: 20

Assist in Recruitment and Selection Process

Individual tasks related to the duty:

- Provide employees, supervisors, and the general public with information regarding Civil Service examinations and testing procedures, Civil Service applications, and the hiring/promotion process.
- Generate applicable transfer, interdepartmental transfer, recall and Civil Service applicant pool reports.
- Schedule interviews. Compile necessary documents for interview panel prior to scheduled interviews.
- Serve as interview panel member as required.
- Request Law Enforcement Inquiry Network (LEIN) information.

- Acquire fingerprint information and schedule potential employees for fingerprinting process.
- Schedule pre-employment physical/drug testing/TB testing.
- Send letter to selected and non-selected candidates.

Duty 4

General Summary:

Percentage: 10

Responsible for assisting the Disability Management Unit (DMU) in filing of workers' compensation and long-term disability claims.

Individual tasks related to the duty:

- Responsible for administering the rules and regulations of Group Insurance Division as required. Advise of types of leaves per applicable bargaining unit, compensation manual, or Civil Service Rules and Regulations. Explain Workers' Compensation and the Workers' Compensation process to employees. Explain Long Term Disability (LTD) insurance. Process COBRA. Work one-on-one with employees providing directions for their individual needs.
- Prepare all necessary documents for employee on –the-job injuries and submit to Disability Management Unit.
- Schedule appointment at the Occupational Clinic for the on-the-job injuries.
- Works with Central Office Technical/Disability Unit to ensure employees are afforded rights under FMLA, accommodations, return to work, light duty, and worker's compensation issues and coordinates processing of same.

Duty 5

General Summary:

Percentage: 15

Perform and/or assist in other human resources-related administrative support tasks.

Individual tasks related to the duty:

- Provide training and assistance to staff in the use of the HRMN self-serve system.
- Conduct New Employee Orientation for all staff other than newly hired Corrections Officers as required. Explain internal policies, procedures, Civil Service Commission Rules, and employee handbook; review all required documents for completeness prior to computer entry.
- Establish and maintain employee personnel, medical, HIPAA, and transaction files. File documents in appropriate location.
- Review system-generated reports for implementation or audit purposes including e-mail proxy. Ensures all corrections are processed as needed.
- Perform typing duties incidental to the work such as typing cards, labels, folders, envelopes, forms and short memoranda and reports.
- Prepare and send information pertaining to unemployment claim requests, and Civil Service Audit requests, as required.
- Provide information as required to answer questions from employees and managers regarding personnel issues, policies and procedures, Civil Service Commission Rules and Regulations, and collective bargaining agreements.
- Answer incoming phone calls and either assist the caller, route to appropriate staff or take a message.
- Open, sort and distribute incoming inter-office and US mail. Prepare outgoing mail.
- Compile statistics to ensure accurate year-end processing of MCO dry cleaning, sick leave, and physical fitness incentive bonuses as required.
- Complete and post MIOSHA log annually as required. Prepare special reports for Labor Department regarding MIOSHA log and agency accidents as required.
- Compile information for ACA files as required.

- Enter MCO transfer requests into TADS program as required
- Assist in yearly TB processing and entry into OMNI program as well as Respiratory Mask evaluations as required.
- Act as the contact person in the absence of the Human Resources Technician and/or Human Resources Officer.

Duty 6

General Summary:

Percentage: 5

Assist in Grievance and disciplinary Process

Individual tasks related to the duty:

- Process the necessary paperwork and HRMN transactions related to grievance settlements and disciplinary suspension.
- Assign grievance and disciplinary number.
- Log employee grievances and discipline numbers. Compile information upon request for supervisors and employees.

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

Review appointments, reclassifications, and position action requests to determine if they are within the Rules and Regulations of the Civil Service Commission and MDOC. Compute wages for hires and promotions, complying with Civil Service Commission Rules and Regulations. Interpret Civil Service Rules and Regulations, MDOC Policies and Procedures, applicable bargaining unit contracts, and the Compensation Manual for employees and supervisors using sound judgment and guidance.

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

Any decisions not covered during the learning process that would normally be independent for an advanced level employee. Any decisions that are not specifically related or assigned to the position's duties that may require a higher level of approval for all advanced level employees. Questions on policy or procedure that deviate from past practice. When contract language is not specific and interpretation of Civil Service Commission Rules and Regulations or Department Policies and Procedures requires further clarification. When an employee or supervisor disagrees with interpretation of contract language, Civil Service Commission Rules and Regulations, Department Policies and Procedures.

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.

Sitting 50% Standing 15%
Walking 10% Lifting 10%
Bending 5% Carrying 5%
Reaching 5%

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?

Performs a variety of human resource management support activities. The work involves providing technical guidance to employees and/or supervisors and the general public regarding recruitment, selection, classification issues, labor relations and payroll. Also involves the explanation, limited interpretation, and the application of Civil Service Commission Rules, labor contracts and departmental rules, policies, agreements and, procedures in the processing of human resource actions.

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

Requesting the downward reclassification of this position as the selected candidate qualifies as a Human Resources Assistant 7.

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

The Human Resources Office is responsible for personnel operations for all union and non-union employees within the work area. Responsibilities include: processing payroll and designated HR transactions; in-service training; performance evaluations; recruitment, hiring, and orientation of new employees; processing employee grievances; providing guidance to staff at all levels on Civil Service Commission Rules, state and federal employment laws, departmental policies, and labor contract provisions for all bargaining units; monitoring corrective action for discipline and performance problems; defending employment decisions in grievance appeals, arbitrations, lawsuits, unemployment hearings, civil rights complaints, worker's compensation appeals, and sexual harassment complaints. This position provides support primarily in areas of payroll process, and staffing.

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 Assistant 6

One year of administrative support experience.

Human Resources Assistant 7

Two years of administrative support experience, or one year equivalent to the Human Resources Customer Service Representative 6.

Human Resources Assistant E8

Three years of administrative support experience, including one year equivalent to the Human Resources Assistant 7 or Human Resources Customer Service Representative 7 in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Human Resource Management Network (HRMN), the Michigan Information Database (MIDB) Business Objects, and/or agency-specific databases. Knowledge of automated human resource and payroll systems. Knowledge of Michigan Civil Service Commission rules, regulations, forms, and procedures. Knowledge of collective bargaining agreement provisions and/or procedures. Knowledge of departmental personnel policies, procedures, and practices. Knowledge of general office practices. Knowledge of correct English usage and grammar. Ability to perform mathematical calculations. Ability to select and compile data for correspondence or reports. Ability to follow, apply, interpret, and explain instructions and/or guidelines. Ability to determine work priorities. Ability to make decisions and take appropriate actions. Ability to meet schedules and deadlines of the work area. Ability to communicate effectively. Ability to type. Ability to operate standard office equipment.

**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