

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

<b>Position Code</b> 1. HUMRTCHE
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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 Technician-E	<b>10. Division</b> Office of Human Resources-Department of Corrections
<b>5. Working Title (What the agency calls the position)</b> Human Resources Technician	<b>11. Section</b> Thumb Correctional Facility
<b>6. Name and Position Code Description of Direct Supervisor</b> FOUTY, LORI; HUMAN RESOURCES SPECIALIST	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BROWN TAMMY; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 3225 JOHN CONLEY DRIVE LAPEER MI 48446 / Monday thru Friday, 8:00 a.m. to 4:30 p.m.
<b>14. General Summary of Function/Purpose of Position</b> This position provides technical support of human resource functions for the Thump Correctional Facility. This position trouble-shoots HR related problems, processes payroll and transactions, processes selections, provides new employee orientation and works with disability management.	

**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: 45**

Serves as technical support of human resource functions. Responsible for personnel maintenance of all employees in area of responsibility. Maintains an employee caseload and is responsible for processing payroll and transactions for same.

**Individual tasks related to the duty:**

- Maintains confidential personnel, medical and discipline files.
- Enters, retrieves, reviews and approves information using the SIGMA, Ultra Time and HRMN systems. Generates reports in Business Objects and utilizes OMNI database as needed.
- Uses various communication tools, such as email, telephone, voicemail, correspondence, facsimile and other electronic media to address customer needs. Locates and utilizes appropriate reference materials to find answers and to explore work related matters.
- Confidentially meets with employees regarding pay, classification and personal issues as they pertain to the job and/or benefits, personnel issues, promotional opportunities, etc.
- Coordinates and maintains records on programs including but not limited to Hepatitis B testing, TB testing, SCBA and gas mask.
- Provides timekeeping training to facility staff.

**Duty 2**

**General Summary:**

**Percentage: 20**

Works with the Human Resources Office on interview panels ensuring that selection procedures are followed. Recommends hires, including new hires, transfers, promotions, recalls, reinstatements, etc to the Human Resources Officer. Maintains daily contact with customers, bureau and division managers and Civil Service. Conducts the credential reviews process in accordance with Civil Service requirements. Ensures all appointments are processed properly in accordance with Civil Service and standardized guidelines.

**Individual tasks related to the duty:**

- Posts jobs utilizing the NEOGOV system.
- Reviews and evaluates resumes for eligibility.
- Serves on interview panels when appropriate.
- Prepares selection plan and appointment packets on all positions per selection guidelines.
- Reviews bargaining unit agreements to ensure selection procedures are in compliance with contract language.
- Works with the HRO to meet contractual obligations when vacancies occur.

**Duty 3**

**General Summary:**

**Percentage: 15**

Performs special projects as assigned.

**Individual tasks related to the duty:**

- Uses calendar and other available communication mechanisms to track progress on tasks and projects.
- Resolves errors and corrections for audits and grievances.
- Other duties assigned by management.

**Duty 4**

**General Summary:**

**Percentage: 10**

Coordinates and participates in recruitment activity including individual and new employee orientation and job fairs when appropriate.

**Individual tasks related to the duty:**

- Explains benefits, hiring process, fingerprinting process, etc.
- Explains to new employees, ranging from one to groups of 150 at a time, the rules of Civil Service, Departmental policies, etc.

**Duty 5**

**General Summary:**

**Percentage: 10**

Works with the facility's Human Resources Officer and the Corrections Central Human Resources Office on disability management functions.

**Individual tasks related to the duty:**

- Ensures initial and follow-up contact is made by human resources staff to employees absent from work on extended leave.
- Works with Central Office Technical/Disability Unit to ensure staff afforded rights under FMLA, accommodations, return to work, light duty, and worker's compensation issues and coordinates processing of same.
- Monitors long term employee absences ensuring worker's compensation, long term disability, FMLA, and contractual entitlements are afforded to employees.
- Communicates with various departments and outside sources in resolving employee disability management issues (i.e., Department's disability management coordinator, worker's compensation specialists, rehabilitation consultants, etc.).
- Assists the Human Resources Officer in coordinating the Transitional Employment Program and preparing reports as required.

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

Reviews and processes potential appointments including promotions, transfers, hires, grievance settlements, etc. to ensure compliance with Civil Service, Department, and Bargaining Unit rules and contracts. Should fault be found in the process, has the responsibility to raise the issue with the Human Resources Officer.

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

While in a learning capacity, any decisions that would normally be independently made by an advanced level. Interpretation of complex unfamiliar, or unclear contract language, Civil Service rule, or department policies, procedure, rules, guidelines, etc..

**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.**

- Standing 15%
- Walking 10%
- Sitting 60%
- Bending 5%
- Reaching 5%
- Carrying 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?

This position functions as a human resources technician providing services to departmental personnel. Train, guide and interpret contract language and Civil Service rules for all areas of responsibility at the direction of the Human Resources Officer. Operate applicable computer programs, including HRMN, SIGMA, Ultra Time and Business Objects to complete timekeeping and personnel transactions. Utilizes OMNI to process Employee Identification Cards, CCWs and TB testing.

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?

To provide personnel services to Departmental personnel. Ensure all actions are within Civil Service rules, Department policy, etc. Provide human resource assistance and human resource-related training to all employees within areas of responsibility.

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 Technician 7**

One year of experience equivalent to a Human Resources Assistant 7; or one year equivalent to a Human Resources Customer Service Representative E8 in state service; or one year of administrative support experience equivalent to the 7-level in state service.

**Human Resources Technician 8**

One year of experience equivalent to a Human Resources Technician 7; or two years of experience equivalent to a Human Resources Assistant, including one year equivalent to a Human Resources Assistant E8; or two years of experience equivalent to a Human Resources Customer Service Representative E8, or one year of experience equivalent to a Human Resources Customer Service Representative 9 in state service.

**Human Resources Technician E9**

Two years of experience equivalent to a Human Resources Technician, including one year equivalent to a Human Resources Technician 8; or three years of experience equivalent to a Human Resources Assistant, including one year equivalent to a Human Resources Assistant 9; or three years of experience equivalent to a Human Resources Customer Service Representative E8, or two years equivalent to a Human Resources Customer Service Representative 9 in state service.

**Alternate Education and Experience**

**Human Resources Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

**Human Resources Technician 8**

Possession of a Bachelor's degree may be substituted for the experience requirement.

**Human Resources Technician E9**

Possession of a Bachelor's degree and one year of human resources related experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to interpret of rules, practices and procedures used in public personnel administration; state government organization and missions; functions assigned to various occupations in state government; Michigan Civil Service Commission rules, regulations, forms and procedures related to the work; collective bargaining agreement provisions and/or procedures related to the work; personnel activities involving various personnel actions; HRMN, Business Objects and/or department specific databases to produce personnel reports; state automated 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 personnel 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:**

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