

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<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> OBAS
<b>4. Civil Service Classification of Position</b> Departmental Analyst	<b>10. Division</b>
<b>5. Working Title of Position (What the agency titles the position)</b>	<b>11. Section</b>
<b>6. Name and Classification of Direct Supervisor</b> Holly Hibbard, State Administrative Manager 15	<b>12. Unit</b> Production Support
<b>7. Name and Classification of Next Higher Level Supervisor</b> Susan Wilmore, Senior Policy Executive 18	<b>13. Work Location (City and Address)/Hours of Work</b> In office once a month plus training 8-5 Monday-Friday; AWS may be available
<b>14. General Summary of Function/Purpose of Position</b> <p>This position is responsible for Benefits (BN), including Retirement. Insurance Open Enrollment , Affordable Care Act (ACA), and Benefits for Life Open Enrollment (BFLOE) in HRMN for the State of Michigan. The position also performs professional research and analysis pertaining to human resources, time accrual and benefit process and procedures. BN encompasses the management of employee groups, health, dental, vision, employee and dependent life, ltd, and retirement benefit plans. It requires extensive interaction with agency human resource, MI HR Service Center, Employee Benefit Division, Office of Retirement Services, and outside vendor personnel. It also requires daily interaction with the Office of Payroll and Tax Reporting staff and DTMB technical staff assigned to the HRMN system.</p>	
<b>For Civil Service Use Only</b>	

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**  
**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **% of Time 40**\_\_\_\_\_

Responsible for providing analysis and oversight of processes, including coordination of activities, establishment of priorities and resolution of related issues.

**Individual tasks related to the duty.**

- Creation, analysis and validation of Benefit Plan processes to meet the State's business needs.
- Creation, analysis and validation of Employee Groups, Termination, Change and Add rules.
- Review procedures for Benefits.
- Review and maintain relation Step Action Tables and Job Aids.

Duty 2

**General Summary of Duty 2**                      **% of Time** \_\_\_\_\_ **30**

Provide HRMN BN support to end users and process owner staff in completing transactions in HRMN.

**Individual tasks related to the duty.**

- Research and respond to questions from end users in agency personnel offices, Office of Retirement Services (ORS), Employee Benefits Division (EBD) and MI HR Service Center regarding HRMN BN.
- Research and respond to questions from process owner staff regarding HRMN BN.
- In conjunction with the staff specialist, modify HRMN BN procedures as required to respond to customer needs.
- Provide analysis of scheduled jobs for IOE, BFLOE and ACA.

Duty 3

**General Summary of Duty 3**                      % of Time 20 \_\_\_\_

Participate in ongoing HRMN Functionality implementation.

**Individual tasks related to the duty.**

- Research and analyze new system functionality as it pertains to State processes.
- Participate in the design, testing, implementation and communication of new functionality and processes.
- Provide human resources background and experience to design cross functionality between human resources, benefits and payroll.
- Research, identify and document opportunities for improved program and process efficiencies.
- Recommendation and coordination of changes to programs.
- Analyze configuration change requests from end users.
- Enter configuration changes that have been approved by the process owner.
- Lawson Query and Upload creation and analysis.

Duty 4

**General Summary of Duty 4**                      % of Time \_\_\_\_ 10

Interpretation of procedures for the creation of human resources and benefit testing.

**Individual tasks related to the duty.**

- Review and interpret procedure language when creating and validating tests used to analyze additional system functionality.
- Create human resources and benefit tests used to analyze additional system functionality.
- Validate human resources and benefit test results to analyze additional system functionality.

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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Duty 6

General Summary of Duty 6

% of Time \_\_\_\_\_

Individual tasks related to the duty.

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- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Creation of benefit and human resource processes, employee group coding, analysis of data, training material creation, process documentation, issue resolution, Lawson Query and Upload and Service Center and Human Resource Agency support.

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

Review of process documentation, coding and issue resolution that impact current State policies.

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

Office environment.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

**23. What are the essential duties of this position?**

Review, research and analyze a variety of information to resolve processing issues as well as configuration, design, development, testing and validation of proposed solutions to meet identified business needs. This involves creation and maintenance of plans and employee records, resolving issues related to the plans and developing processes and procedures to maintain HRMN Benefits.

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

New position

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

The HRMN Production Support Unit is responsible for developing and testing new HR and BN functionality, for researching and resolving HR and BN issues and for developing and maintaining HR and BN processes and procedures in the HRMN system. The subject position is responsible for these duties with expert emphasis on the Benefit module in the HRMN system.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Bachelor's degree or equivalent on the job experience.

**EXPERIENCE:**

**Experience**

**Departmental Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**Departmental Analyst 12**

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

**Alternate Education and Experience Departmental Analyst (Departmental Trainee) 9**

Educational level typically acquired through completion of high school. Experience-

Four years of experience as an advanced 9-level worker in an ECP Group One classification. OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification. OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification. OR

Two years of experience as a first-line supervisor in an ECP Group Three classification. OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the Lawson Benefit module and the State of Michigan benefit plans. The ability to analyze and change to the SOM benefit plans and the impact these changes have on benefits. Organization and interpersonal skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.***

***27. 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's Signature

\_\_\_\_\_  
Date



**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date