

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

Position Code

1. HUMRALTEB74N

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)
4. Civil Service Position Code Description Human Resources Analyst-E	10. Division Office of Human Resources
5. Working Title (What the agency calls the position) Labor Relations Representative	11. Section Labor Relations
6. Name and Position Code Description of Direct Supervisor JOE SIMKINS; STATE ADMINISTRATIVE MANAGER-1	12. Unit Labor Relations
7. Name and Position Code Description of Second Level Supervisor THERESA DELUCA; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W OTTAWA ST; LANSING, MI 48933 / Monday - Friday, 7:30 AM to 4:30 PM

14. General Summary of Function/Purpose of Position

This position functions as the Michigan Department of Transportation's (MDOT) statewide Labor Relations Analyst for the UAW collective bargaining agreement. Duties include handling all aspects of employee grievances/complaints; meeting with employee organizations; interpreting Collective Bargaining Agreements, Civil Service Rules and Regulations, and MDOT Policy; Providing guidance in performance and disciplinary procedures to employees, managers, and administration of the department; conducting disciplinary investigations and conferences; providing training on labor relations matters.

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: 50

Serves as MDOT's Labor Relations Analyst on the UAW collective bargaining agreement.

Individual tasks related to the duty:

- Provide labor relations training to supervisors and managers.
- Represent the department at Labor Management meetings.
- Represent the department at secondary contract negotiations.
- Propose and negotiate settlement agreements.
- Interpret contract language, Civil Service Rules and Regulations and MDOT Policy.

Duty 2

General Summary:

Percentage: 40

Serves as MDOT's advocate on UAW, MSEA, SEIU Technical and Scientific & Engineering Unit and NERE grievances, arbitrations and hearings.

Individual tasks related to the duty:

- Conduct investigations and recommend disciplinary actions.
- Conduct disciplinary conferences.
- Conduct grievance meetings and issue official department responses.
- Negotiate settlement agreements.
- Research and investigate cases.
- Present case on behalf of the department at arbitration hearings.
- Prepares witnesses for examination at arbitration hearings.
- Write and file opening and closing briefs.
- Responsible for appeals related to the case.
- Liaison to Hearings Officers and Office of State Employer.

Duty 3

General Summary:

Percentage: 10

Other Labor Relations Activities

Individual tasks related to the duty:

- Provide guidance to supervisors and managers on progressive discipline.
- Write and issue formal counselings, reprimands, interim service ratings, and performance development plans.

- Represent the department at unemployment hearings.
- Respond to building closures.
- Researches and compiles management reports.
- 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 the Labor Relations Analyst for UAW, is expected to make decisions independently interpreting and applying union contracts, Civil Service Regulations, Rules, departmental policies and practices.

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

Issues that involve change in policies and procedures. All termination and suspension cases. All workplace violence matters.

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.

Office position.

Sitting at a desk, working on a computer, communicating verbally and in writing.

Travels to department facilities across the state and to other department or office locations as needed.

May need to carry a laptop, accessories, files, binders and books.

Occasional overnight travel.

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. |

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?

To serve as a state-wide Analyst in Labor Relations for UAW handling employee grievances, meeting with employee organizations, interpreting rules and regulations, and providing guidance in disciplinary actions. Includes having daily contact with employees, departmental supervisors and managers, other state agencies, Office of State Employer, MSEA bargaining unit, and other employee organizations regarding departmental policies and contract interpretation and administration as well as administration of grievance issues. Travels to department statewide facilities for meetings, hearings, and arbitrations.

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?

Section is responsible for Labor Relations matters within the Department of Transportation. This includes meeting with employee organizations and handling grievances. This position is responsible for the MSEA collective bargaining agreement.

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 Analyst 9

No specific type or amount is required.

Human Resources Analyst 10

One year of professional experience providing human resources services equivalent to a Human Resources Analyst 9.

Human Resources Analyst P11

Two years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of union contracts.

Knowledge of principles and practices of human resources, including due process and just cause.

Knowledge of Civil Service Rules and Regulations.

Knowledge and ability with decision making, negotiation, managing conflict, managing work activities.

Ability to research, interpret and apply laws, rules, regulations, policies.

Ability to be flexible and adaptable.

Ability to communicate effectively.

Ability to meet deadlines.

Skill in delivering excellent customer service.

Skill in organization.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Valid Michigan Driver's License.

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