

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

Position Code 1. HUMRALTE

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 LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Administrative Operations
4. Civil Service Position Code Description Human Resources Analyst-E	10. Division Human Resources & Administration
5. Working Title (What the agency calls the position) Human Resource Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor SCHREMS, BRIAN; NONSTATE SUPERVISOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor FELDPAUSCH, LYNNE; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Sq. Lansing, MI 48913 / Mon-Fri 8a-5p, or approved alternative schedule

14. General Summary of Function/Purpose of Position

The HR Analyst is responsible for performing professional HR duties in support of guiding department personnel regarding benefit administration, leave of absence programs, compensation and payroll transactions for the Michigan Economic Development Corporation/Michigan Strategic Fund. In addition, this position serves as a resource for all HR systems for State employees and various related systems for corporate employees, including providing support for the administration of open enrollment periods and benefit-/payroll-related audits.

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: 30

Responsible for MEDC benefit administration. Responsible for administration and coordination with 3rd party vendors, management and corporate and state employees related to insurance and retirement benefits.

Individual tasks related to the duty:

- Responsible for processing annual ACA reporting process for corporate benefits.
- Administer corporate annual open enrollment processing and communications.
- Support corporate annual insurance renewal process; Assist with policy changes and modifications related to corporate benefits and communicate those changes to corporate employees.
- Responsible for orientations with new hires/transfers to explain benefit options.
- Responsible for providing benefit education opportunities and resources related to corporate and state benefit options.
- Audit/review all invoices and detail listing for all 3rd party vendors and sends approval to Finance for payment.
- Responsible for ensuring all new hire elections, life event changes and open enrollment changes are entered into all related 3rd party vendor systems, including the benefit enrollment portal, as well as payroll.
- Inform management of any problems with any of the vendor accounts.
- Process all terminations and COBRA notifications for corporate employees to 3rd party vendors.
- Serve as liaison to state employees on benefit and retirement options and resources; communicate benefit updates to state employees, including open enrollment periods.

Duty 2

General Summary:

Percentage: 20

Administer the State and Corporate leave of absence programs, including worker's compensation, STD, LTD, FMLA, ADA. Serve as ergonomic assessment coordinator.

Individual tasks related to the duty:

- Serve as a resource to corporate and civil service employees with direction, rights and responsibilities as it relates to all leave of absence/disability management programs.
- Serve as department's At-Risk Ergonomic Assessment Coordinator.
- Coordinate FMLA, Worker's Comp, STD/LTD, and other LOA issues with employees, managers, and outside entities.
- Serve as resource for corporate employees for Unum (STD/LTD) and coordinate all COBRA entitlements with 3rd party vendor.
- Support Reasonable Accommodation Coordinator as it relates to current employee accommodation request process.
- Provides support related to the processing of corporate systems, ISO & SIGMA transactions that are associated with the above programs.
- Processes required paperwork and HR system entries related to these transactions.
- Participate/attend OSE and external related trainings and meetings related to disability programs.

Duty 3**General Summary:****Percentage: 40**

Serve as administrator for MEDC corporate payroll providing overall leadership to management staff and employees. Responsible for processing payroll transactions for both Civil Service and Corporate employees in ISO. Serve as SIGMA/HRMN support liaison for employees and managers.

Individual tasks related to the duty:

- Serve as the single point of contact/administrator for corporate payroll, establishing guidelines for company policy and ensuring that all payroll systems are working within those guidelines.
- Serve as liaison with HRMN/OFM teams to ensure all upgrades and changes to system are correctly administered based on MEDC corporate compensation and benefit policies and guidelines.
- Ensures that employee time is submitted timely, audited and approved for the organization's timekeeping payroll process. Answers questions and resolves problems related to timekeeping.
- Analyze, develop and recommend new tools and customized fields for tracking and managing corporate data within payroll systems to be able to create/generate reports and spreadsheets with information needed for directors/managers as requested
- Communicate to management staff and employees any changes, problems and modifications with payroll.
- Responsible for attending meeting and training representing the corporation and reporting all pertinent information to senior management.
- Serve as trainer to HR, management and staff for payroll systems, including setup and granting access to employees/supervisors for time and labor entry, self-serve accounts and performance management.
- Audit all hours, compensation and deductions each pay period.
- Complete entry of all information including new hires, job changes, etc, calculating correct premiums for various benefits and leave balances associated with position into corporate payroll system.
- Ensures that new position codes, supervisor codes, and job codes are accurately created and maintained in the ISO and SIGMA systems for processing of future corporate payroll transactions; maintains accurate coding over time in the system.
- Prepares reports and queries on SIGMA system data and provides information as requested.

Duty 4**General Summary:****Percentage: 10**

Other HR Functions as assigned.

Individual tasks related to the duty:

- Coordinates and presents new hire orientations; designs and maintains appropriate orientation materials as an overview to the organization.
- Responsible for monitoring Unemployment Insurance claims for corporate and civil service employees.
- Serve as back-up Drug and Alcohol Testing Program coordinator.
- Serve as back-up HRMN Security Administrator.
- Attends meetings representing human resources, presenting on HR area of focus as appropriate.
- Assists in the performance management process for the organization (e.g. tracking, providing communication, serving as a resource, etc.).
- Develops, maintains, and executes on appropriate job-specific initiatives (e.g. organizational training, etc.) for individuals/the organization.
- Coordinates and audits personnel files.
- Assists with MEDC corporate compensation projects.
- Reviews, audits, and reconciles corporate benefit and payroll invoices.
- Works with HR team on HR specific projects, including year-end communication/tracking of employee-required compliance documents.
- Perform other duties as assigned by management.

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

Decisions on day-to-day work assignments are made independently. All MEDC/MSF employees are affected by these decisions with the potential for external parties to also be affected.

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

Decisions which may be precedent setting or politically sensitive; requests supervisor's assistance when Civil Service and work area cannot come to agreement on course of action; decisions that involve unusual circumstances.

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.

This position functions in a normal office work setting; standard computer usage is required. General lifting such as files, books, binders, etc.; bending and stooping when working with office files. Limited travel to trainings or meetings.

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 responsible for performing professional HR duties in support of guiding department personnel through compensation, benefit, payroll, and disability management activities for the Michigan Economic Development Corporation/Michigan Strategic Fund. In addition, this position serves as a resource for all HR systems for State employees and various related systems for corporate employees, including providing support for the administration of open enrollment periods and benefit-/payroll-related audits.

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

Downgrading to the 9-11 level for recruitment purposes to align with needs of department. Removal of recruitment duties and addition of payroll administration for corporate employees.

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

The Office of Human Resources is responsible for all aspects of human resource planning, labor relations, and personnel transactions/management for the Michigan Strategic Fund and the Michigan Economic Development Corporation. This position is an integral part of the day-to-day operations of Human Resources and the organization as a whole.

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.

Alternate Education and Experience

Human Resources Analyst (Departmental Trainee) 9

Education

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.

*Paraprofessional classifications are those requiring an associate degree or two years of college.

Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of personnel management.
- Knowledge of state government organization and structure, functions, and occupations.
- Knowledge of interviewing techniques.
- Knowledge of employment practices and related laws, rules, and standards including applicable equal employment opportunity, affirmative action, civil rights, and other related laws and practices.
- Knowledge of Michigan Civil Service rules, regulations, forms, and procedures.
- Knowledge of employee rights, benefits, and obligations.
- Knowledge of personnel transactions and records.
- Knowledge of Business Objects and Access databases.
- Ability to interpret and apply laws, rules, and regulations.
- Ability to collect, analyze and interpret data.
- Ability to complete projects independently.
- Ability to provide guidance and train others in the workplace.
- Ability to maintain records, and prepare reports, and correspondence related to the work.

Ability to communicate effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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.

None.

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

MARKIE JUSTICE

11/16/2021

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