

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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.) VACANT	8. Department/Agency Civil Service Commission
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
5. Working Title (What the agency calls the position) Payroll/Transactions Training A-LEVEL	11. Section Employee Development and Training Unit
6. Name and Position Code Description of Direct Supervisor Kristen Wilson, State Administrative Manager-15	12. Unit
7. Name and Position Code Description of Second Level Supervisor Jonathan Patterson, Senior Chief Deputy Director	13. Work Location (City and Address)/Hours of Work 400 S. Pine Lansing, MI 48909 / 40
14. General Summary of Function/Purpose of Position This position serves as the recognized resource for Payroll/Transactions training to MCSC employees. The position develops and maintains a comprehensive training curricula for Payroll/Transaction discipline. It is responsible for conducting assessments of the Payroll/Transactions training program, evaluating the data, and making recommendations for improvements to management. The position is responsible for creating and executing training development plans for each employee that enters the HR Academy program in their assigned HR discipline. It will assess Academy trainees to evaluate competence and recommend and outcome for the program completion.	

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 of Duty 1 % of Time50

Payroll/Transactions Training and Employee Development

Individual tasks related to the duty.

- Serve as the recognized resource for MCSC Payroll/Transactions training. Develop and execute training for all MCSC Payroll/Transactions employees.
- Develop a training development plan for newly appointed HR Academy trainees.
- Analyze and evaluate the effectiveness of training curricula and make recommendations for improvements.
- Lead workgroups and/or other meetings with MCSC employees collaborating to create training materials.
- Develop and maintain all training materials in all formats for assigned area. Ensures that all materials are relevant and in accordance with the MCSC Rules & Regulations, CBAs, and all agency policies & procedures.
- Establish and maintain administrative and procedural manual content in area of specialty to ensure consistent delivery of training
- Research and learn new learning management systems including attending applicable vendor trainings.
- Participate in organizational meetings/work groups and stay informed of changes in area of specialty.

Duty 2

General Summary of Duty 2 % of Time30

Payroll/Transactions Activities as assigned by agencies.

Individual tasks related to the duty.

- Process transactions including new hire, rehire, lateral, reassignment, promotion, demotion, etc.
- Complete process level changes.
- Assist class select by processing pre-authorized reclassifications once approved by managers/supervisors
- Assist employees with departure requirements and communicate final pay. Assist the employee with any questions regarding their departure.
- Process Departures. This includes, but not limited to, gathering the information for the 301 departure form, completing COBRA paperwork, sending final departure payout sheets, time recording sheets, and life insurance paperwork to ORS.
- Assemble SIGMA materials for new timekeepers and approvers.
- Respond to individual employee questions regarding entry and timekeeping.
- Process SIGMA security authorizations and keep detailed record of all authorizations granted up to date.
- Audit the entry of time by on-site timekeepers and approvers; resolve any warnings/errors.
- Contact timekeepers and supervisors concerning questions and/or corrections to time.
- Enter time for worksites when necessary due to deadlines or computer malfunctions.

- Enter SIGMA Home Unit changes.
- Audit and approve time on a biweekly basis.
- Calculate and enter adjustments in time entry for prior pay periods through SIGMA or (at times) manually in HRMN.
- Monitor use of comp, school leave, jury duty, no pay and lost time.
- Keep record of those on FMLA, leaves of absence, worker's comp, adjusted schedules, and suspensions.
- Verify that holiday leave is prorated for any employee that works less than full-time.
- Verify the hours type requested is in a lignment with the employee's union and classification/level; follow-up with employee's manager/supervisor if there is an issue.
- Research/investigate questions/disputes regarding pay rates, changes in biweekly pay, step increases, reclassifications, tax exemption status and other pay related issues.
- Figure and process working out-of-class payments.
- Figure retroactive compensation due to late promotions or reallocations.
- Manually recreate checks and process requests for impress cash disbursements.
- Correct pay errors and prepare/enter comments to justify compensation resolutions.
- Calculate and process grievance settlement agreements.

Duty 3

General Summary of Duty 3

% of Time 15

Statewide Training Responsibilities

Individual tasks related to the duty.

- Conduct statewide training sessions outside of specialty area
- Research and develop curricula for enterprise-wide training initiatives.
- Evaluate the effectiveness of training and make recommendations for improvements.
- Collaborate with other MCSC work areas to develop training content.

Duty 4

General Summary of Duty 4

% of Time5

Other duties as assigned.

Individual tasks related to the duty.

- Perform other duties as assigned by leadership.

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 made independently in this position and tell who or what is affected by those decisions.

- Decisions regarding the development of individual employee training plans for newly appointed employees and make recommendations for training content for their assigned area.
- Assesses Academy trainees and certifies completion of training program requirements.
- Interpreting and applying union contracts, MCSC Rules and Regulations, and departmental policies and practices.

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

- The development of new training programs, decisions regarding funding and/or staff resource.
- Decisions regarding overall training strategy for programming.
- Elimination of major components/subject matter of established training programs
- Issues that involve change in policies and procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is performed sitting at a desk, working on a computer, in a typical office environment. Position will be required to deliver some training in person. Therefore, occasional travel for onsite training is required. During sessions the presenter should be able to move around the training space to engage with participants.

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. (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. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 serves as the recognized resource for Payroll/Transactions training to MCSC employees. The position develops and maintains a comprehensive training curricula for Payroll/Transaction discipline. It is responsible for conducting assessments of the Payroll/Transactions training program, evaluating the data, and making recommendations for improvements to management.

The position is responsible for creating and executing training development plans for each employee that enters the HR Academy program in their assigned HR discipline. It will assess Academy trainees to evaluate competence and recommend and outcome for the program completion.

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 work area is focused on training MCSC staff, with the intent of promoting growth and development of staff in technical and soft skills. This position serves as the staff training specialist for their specialty area.

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 Developer 12

Three years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer P11

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Civil Service Rules and Regulations and Collective Bargaining Agreements.
- Knowledge of HRMN and general HR practices and applications.
- Knowledge of the principles and techniques of staff development, training, and other programs.
- Knowledge of the theories of learning and motivation.
- Knowledge of planning and evaluating training and programs.
- Knowledge of various training and instructional materials and their uses.
- Knowledge of the methods of conducting training sessions.
- Ability to prepare and/or select training and program materials.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.
- Ability to evaluate and assess staff development, training, and other programs, and recommend methods of improvement.

- Ability to plan, develop and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development, training, and other programs.
- Ability to maintain records, and prepare reports and correspondence related to the work
- Ability to communicate effectively in writing and orally.
- Ability to use a computer and related software and databases.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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