

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

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| Position Code 1. STDDADM1C23N |
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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.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency DOC-CORRECTN CENTRAL OFFICE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Budget and Operations Administration (BOA) |
| 4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1 | 10. Division Labor Relations |
| 5. Working Title (What the agency calls the position) Labor Relations Manager | 11. Section |
| 6. Name and Position Code Description of Direct Supervisor DEAN, PAUL R; STATE BUREAU ADMINISTRATOR | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor ROUSE, NOELLE; SENIOR DEPUTY DIRECTOR | 13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday – Friday / 8:00AM – 5:00PM |

14. General Summary of Function/Purpose of Position

Direct and manage the labor relations functions for the Department. These functions include responding on behalf of the department to grievances and Unfair Labor Practice charges; including related conferences, hearings, arbitrations and contractual issues. Meet and confer with members of exclusive and limited recognition organizations, attend department-level labor/management meetings and health and safety meetings. Responsible for Secondary contract negotiations for all bargaining units or designates appropriate staff. Represent or delegate the responsibility to represent the Department of Corrections in primary negotiations. Oversees Drug and Alcohol Testing for the Department.

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: 40

Serve as the Department's primary resource person for issues involving interpretation of contracts and Civil Service Rules related to labor relations matters, and Departmental rules, policies and procedures related to employee conduct.

Individual tasks related to the duty:

- Respond verbally and in writing to questions from employees, supervisors, manager, administrators, legislators, and other departments and the public.
- Provide advice and guidance to supervisors, managers and administrators regarding proper employee relations matters.
- Plan, develop and train supervisors and managers in such matters as grievances, discipline, conducting investigations and union contracts.
- Write and review rules, policies and procedures of the Department.
- Serve as a resource person and respond to issues involving timekeeping, compensation and classification.

Duty 2

General Summary:

Percentage: 25

Responsible for management of grievance procedures for all department employees including handling high profile grievances

Individual tasks related to the duty:

- Meet with union representatives, limited recognition organizations, and/or Office of State Employer representatives to discuss, investigate, respond to, and resolve grievances.
- Defend the department's position in hearings and as an advocate for high profile grievances.
- Provide testimony in defense of the department's position.
- Monitor grievance responses and contract interpretation provided by subordinate staff to ensure consistency and proper enforcement of contract provisions.
- Meet with Director and other administrators regarding grievances filed from the areas of responsibility ensuring consistency and equity in the application of rules and regulations.

Duty 3

General Summary:

Percentage: 15

Monitor the Labor Relation's staff work product. Evaluate employee performance. First line supervisor to the Labor Relations representatives.

Individual tasks related to the duty:

- Assign special projects. Review for completeness.
- Approve/review requests for leave and time sheets.
- Provide input for supervision of subordinate employees.
- Identify appropriate training programs.

Duty 4

General Summary:

Percentage: 5

Represent the Department as spokesperson or designate appropriate staff for primary and secondary union negotiations covering six exclusively represented bargaining units. Meet and confer responsibility for limited recognition organizations.

Individual tasks related to the duty:

- Represent or assign staff to secondary negotiations for: MCO, UAW, MSEA, AFSCME and SEIU Tech and SEIU S+E.
- Represent or assign staff to primary negotiations and serve as a resource on behalf of the Director for same.
- Meet and confer with limited recognition organizations regarding employee and labor relations issues for Coordinated Compensation Panel presentations.

- Oversee all departmental representation for secondary and primary negotiations.

Duty 5

General Summary:

Percentage: 5

Conduct or designate staff to represent the department at labor/management meetings with unions or meetings to meet and confer with limited recognition organizations.

Individual tasks related to the duty:

- Serve as spokesperson/chair for department or designate appropriate staff.
- Prepare, research and respond to agenda items; expressing departmental position on matters discussed in meetings.

Duty 6

General Summary:

Percentage: 5

Serve as the labor relations liaison with Office of Attorney General, Office of State Employer, Department of Civil Rights and Civil Service Commission.

Individual tasks related to the duty:

- Research and prepare affidavits for Federal and Circuit Courts, including appellate courts, testify in court.
- Departmental expert and contact person for litigation involving grievance hearings and Labor Relations issues.
- Serve as labor relations liaison with the Office of State Employer representing the Department.
- Represent the Department in Unfair Labor Practice Hearings

Duty 7

General Summary:

Percentage: 5

Serve on various committees as an expert in labor relations. Complete other duties as assigned.

Individual tasks related to the duty:

- Disability Management
- Fair Labor Standards Act

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

Make independent decisions regarding contract negotiations and interpretation, disciplinary actions, grievance resolutions, Unfair Labor Practice charges and other issues that affect all employees in the Department, as well as impacting others throughout the classified service.

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

Situations involving major policy changes for the department or the State, and some court or civil rights settlements.

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.

Occasional work inside prisons. Heavy workload with frequent stress. Statewide 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.

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|---------------------------------|-------------|---------------------------------|
| | HUMAN RESOURCES SPECIALIST-3 14 | | HUMAN RESOURCES SPECIALIST-2 13 |
| | HUMAN RESOURCES SPECIALIST-2 13 | | HUMAN RESOURCES ANALYST-E P11 |

Additional Subordinates

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

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| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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?

Administering the grievance caseload, negotiation with unions, contract interpretation and providing labor relations advice to managers and staff. Managing the labor relations functions of the department: reviewing and determining disciplinary actions. Communicating complex matters clearly and concisely; both orally and in writing to various groups

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

Updated language to reflect current duties, no longer required to be the disciplinary coordinator for NERE employees, which was previously 10 percent of the work.

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

Labor Relations Division is responsible for coordinating all employee relations functions within the Department of Corrections. This position functions as the manager of Labor Relations and supervisor for Labor Relations Representatives and the oversight of the Drug and Alcohol Testing Unit, managing such duties as investigating and answering third step-grievances, representing the Department at arbitrations, interpretation of contract articles and contract negotiations.

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:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

PREFERRED: Six years of personnel experience with two years in labor relations.

KNOWLEDGE, SKILLS, AND ABILITIES:

The employee must have an in-depth knowledge of Labor Relations within State service, as well as, the knowledge, skills and abilities necessary to present or oversee cases at arbitration and Civil Service hearings. Contract negotiation experience necessary.

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.

none

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

PAUL DEAN

6/13/2017

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