

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

Position Code 1. DEPTSPV2C09N

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) HUMAN RESOURCE OPERATIONS
4. Civil Service Position Code Description DEPARTMENTAL SUPERVISOR-2	10. Division QUALITY OF LIFE
5. Working Title (What the agency calls the position) HUMAN RESOURCES SUPERVISOR	11. Section HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor CONKLIN, SELENA E; STATE ADMINISTRATIVE MANAGER-2	12. Unit PAYROLL/TRANSACTIONS
7. Name and Position Code Description of Second Level Supervisor PATTERSON, JONATHAN C; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 525 WEST ALLEGAN, LANSING MI / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position supervises the payroll/transactions unit within the Quality of Life (QOL) Human Resource Office. The duties include coordinating payroll activities, collaborating with QOL departments, directing and supervising payroll/transaction staff, and ensuring efficient payroll and transaction processing.

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: 35

Provide guidance and supervision to the transactions/compensation staff.

Individual tasks related to the duty:

- Supervises and coordinates activities of payroll staff.
- Manages payroll workload to meet operational requirements.
- Ensures payroll is processed in an accurate, compliant and timely manner.
- Approves work schedules and leave usage of unit employees.
- Conducts performance appraisals for unit staff while providing guidance, mentoring, coaching and development to improve employee performance.
- Issues written and oral instructions.
- Takes corrective/disciplinary action when appropriate.
- Provides feedback and information relative to the mission, goals and objectives of the section and department.
- Guides, motivates and directs work teams that support each other's activities.
- Maintains a comfortable, efficient and effective work environment for employees.
- Coordinates and facilitates regular team meetings.
- Updates staff on new procedures and provides training.

Duty 2

General Summary:

Percentage: 35

Oversee compensation activities for all the QOL departments, including payroll, longevity, retirement and special benefits.

Individual tasks related to the duty:

- Manages and resolves issues relating to payroll production.
- Oversees compliance with Civil Service, Office of the State Employer, Department of Management & Budget, Department of Treasury, and departmental compensation rules and regulations.
- Oversees compliance with bargaining unit contract provisions as they relate to employee compensation and transactions.
- Complete and coordinate unique compensation and benefits for Conservation Officers and State Workers.
- Maintains working relationship with Labor Relations staff relevant to contract changes affecting compensation, transactions, imposed discipline, etc.
- Maintains working relationship with Classification/Selection staff to implement reorganizations, assist in hires/rehires, create new department codes, change coding blocks, etc.
- Maintain active communication with Managers and Human Resource Directors to implement payroll policies, integrate systems, manage expectations, ensure satisfaction, and lead change efforts effectively.
- Prepares relevant correspondence for field distribution on department SharePoint site.
- Implements and trains department employees on automated SIGMA time entry.
- Monitors the accurate processing of appointments, job changes, promotions and terminations.
- Establishes and supports internal review and audit process during bi-weekly processing of payroll and transactions.
- Research uncashed/outstanding checks and review of Payroll Clearing Fund Report.
- Regularly attends PUG, BDAS, HRCN and SIGMA HR Action Committee meetings.

Duty 3

General Summary:

Percentage: 10

Conduct special projects and studies as needed to enhance the efficiencies of the Payroll section.

Individual tasks related to the duty:

- Reviews projects and initiatives and makes recommendations for change/efficiencies.
- Ensures appropriate completion or implementation of projects and studies.
- Analyzes data, prepare reports and makes recommendations for needed improvements.
- Performs related work as assigned.

Duty 4

General Summary:

Percentage: 10

Recommends modifications to procedures, policies and guidelines in the Payroll Section.

Individual tasks related to the duty:

- Ensures that internal operating policies, procedures and guidelines are updated and comply with pertinent laws, rules and regulations.
- Reviews and recommends changes to improve payroll policies and procedures.
- Implements system and operational changes.

Duty 5

General Summary:

Percentage: 10

Other duties as assigned/required.

Individual tasks related to the duty:

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

Interpretation of Civil Service rules and regulations. Establishment of Section priorities.

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

Issues that would be precedent setting or have a negative or financial impact on the division or the department.

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.

General office environment.

Ability to operate standard office equipment.

Ability to operate a computer.

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>
GLAST-HOGAN, ANGEL K	HUMAN RESOURCES TECHNICIAN-A 10	NICOLE CRISSINGER	HUMAN RESOURCES TECHNICIAN-E E7
KALLIE HILTS	HUMAN RESOURCES TECHNICIAN-A 10	ADAMS, DAWN M	HUMAN RESOURCES TECHNICIAN-A 10
Additional Subordinates			

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

- | | |
|--|---|
| <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?

- Supervision of the Payroll Section.
- Oversee compensation activities, including payroll, insurances, longevity, and retirement.
- Oversight/supervision for Performance Management, Remote Work Agreements, Working Out of Class, and HRMN Security for QOL.
- Running and maintaining necessary reports each pay period and utilization of Business Objects.
- SIGMA section training.

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

Updating position description to prepare for recruitment and to have current PD on file..

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

The Payroll Section provides a variety of human resources related services including the interpretation and application of policies, procedures and regulations involving employee compensation. This position supervises and oversees the activities of the Section.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Supervisor 11

One year of experience equivalent to a Departmental Supervisor 10, Office Supervisor 11, or Secretary Supervisor 11; or two years equivalent to an experienced-level technician, paraprofessional, professional, Office Supervisor 9 and 10, Secretary Supervisor 10, Emergency Dispatch Supervisor 10, or Human Resources Customer Service Supervisor 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively and establish and maintain effective working relationships with department employees, Civil Service and other HR industry representatives.
- Extensive knowledge of Civil Service rules, regulations, forms and procedures.
- Knowledge of supervisory techniques, training, employee policies and procedures.
- Ability to handle multiple activities and meet severe time constraints.

- Knowledge of the rules, regulations, policies, procedures, and terminology used in the work.
- Knowledge of the techniques of using reference materials and organizing data for preparing and using reports.
- Knowledge of techniques used in interviewing and obtaining information.
- Knowledge of office supervision, including organization, work flow, forms, supplies, equipment, and procedures related to filing, recordkeeping, correspondence, mail, procurement, supply inventory, and duplicating.
- Knowledge of training and supervisory techniques. Knowledge of employee policies and procedures.
- Knowledge of equal employment opportunity policies and procedures.
- Knowledge of labor relations.
- Ability to interpret, explain, and apply complex laws, rules, and regulations.
- Ability to analyze and critically assess data and operations in terms of management controls, systems and procedures, and to make recommendations for change.
- Ability to conduct training and information sessions.
- Ability to maintain records, prepare reports, and compose correspondence related to the work. Ability to communicate effectively.
- Ability to maintain favorable public relations.

**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.

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