

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> CIVIL SERVICE COMMISSION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Civil Service Commission
<b>4. Civil Service Position Code Description</b> Human Resources Mgr-1	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Human Resources Manager-1	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> CONKLIN, SELENA E; STATE ADMINISTRATIVE MANAGER-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> PATTERSON, JONATHAN C; SENIOR CHIEF DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 525 West Allegan Lansing Mi / 40
<b>14. General Summary of Function/Purpose of Position</b> This position is a first-line professional manager of nonprofessional positions in a standard work area. This position manages 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 managing 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: 40**

Directs 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 train 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 attend PUG, BDAS, HRCN and SIGMA HR Action Committee meetings.

**Duty 2**

**General Summary:**

**Percentage: 30**

Direct staff in the processing of personnel transactions and payroll.

**Individual tasks related to the duty:**

- Develop goals/objectives and determine priorities of payroll staff.
- Manages payroll workload to meet operational requirements.
- Ensures payroll is processed in an accurate, compliant and timely manner.
- Review, approve, or deny work schedules and leave usage requests 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.
- Take corrective/disciplinary action when appropriate.
- Provides feedback and information related 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 3**

**General Summary:**

**Percentage: 10**

Conduct special projects and studies as needed to enhance the efficiency 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.
- Conducts analysis of data, prepare reports and make recommendations for needed development.
- 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:**

- Directs development and recommend updates of internal operating policies, procedures and guidelines to ensure compliance with pertinent laws, rules and regulations.
- Reviews and recommend changes to improve payroll policies and procedures.
- Implement system and operational changes.

**Duty 5****General Summary:****Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- 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.**

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	HILTS, KALLIE A	HUMAN RESOURCES TECHNICIAN-A 10
CRISSINGER, NICOLE L	HUMAN RESOURCES TECHNICIAN-E 7	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?**

This position manages 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 managing payroll/transaction staff, and ensuring efficient payroll and transaction processing.

**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?**

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 manages 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:**

Possession of a bachelor's degree in any major.

**EXPERIENCE:**

**Human Resources Manager 12**

Three years of professional experience providing personnel management or human resources development services in classification, compensation, labor relations, staff development and training, or other areas of professional human resources management, including one year equivalent to a Human Resources Analyst P11 or Human Resources Developer P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and practices of public personnel administration, including such functions as classification, compensation, service ratings, placement and training, and employee relations.
- Knowledge of the principles and techniques of employee development and training.
- Knowledge of Michigan Civil Service Rules, regulations, procedures, and forms related to personnel transactions and the merit system.
- Knowledge of planning and evaluating training programs.
- Knowledge of employee practices and related laws, rules and standards, including equal employment opportunity policies and procedures, civil rights, and other related laws and practices.
- Knowledge of employee rights, benefits, and obligations.
- Knowledge of the types of training and instructional materials and their uses.
- Knowledge of the methods of conducting training sessions.
- Knowledge of grievance procedures and appeal procedures.
- Knowledge of the theories of learning and motivation.
- Knowledge of labor relations, grievance and appeals procedures.
- Knowledge of the State Constitution, agency rules, and administrative practices relating to the merit system.
- Knowledge of state government organization and functions.
- Knowledge of the various occupations in state government.
- Knowledge of the functions of a public personnel agency.
- Knowledge of the techniques of interviewing.
- Knowledge of supervisory techniques.
- Knowledge of employee policies and procedures.
- Knowledge of equal employment opportunity practices.
- Ability to instruct, direct, and evaluate employees.
- Ability to supervise technical work involving reviews and evaluation, program development, and program planning and implementation.
- Ability to plan, develop, and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development and training.
- Ability to analyze and appraise facts and precedents in making management decisions.
- Ability to prepare and/or select training materials.
- Ability to interpret and apply laws, rules, and regulations.
- Ability to organize, evaluate, and present information effectively, both verbally and in writing.
- Ability to maintain favorable public relations.
- Ability to develop procedures and methods.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

**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.***

MATTHEW DERNOVSHEK

3/27/2026

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