

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

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| Position Code 1. STDDADM1F75N |
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POSITION DESCRIPTION

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| 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 RESOURCES OPERATIONS |
| 4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1 | 10. Division DTMB HUMAN RESOURCES |
| 5. Working Title (What the agency calls the position) HR MANAGER | 11. Section OPERATIONS |
| 6. Name and Position Code Description of Direct Supervisor LANE, CATHERINE M; STATE OFFICE ADMINISTRATOR | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor PATTERSON, JONATHAN; SENIOR DEPUTY DIRECTOR | 13. Work Location (City and Address)/Hours of Work 525 W. ALLEGAN, LANSING, MI 48915 / MONDAY - FRIDAY, 8 AM TO 5 PM |
| 14. General Summary of Function/Purpose of Position This position serves as the Manager of HR Operations within the DTMB Office of Human Resources. The primary responsibilities include the oversight of all recruitment, classification and personnel and payroll transaction activities for the Department of Technology, Management & Budget, the State Budget Office and its organizational units, all autonomous entities and the Governor's Office. Additional responsibilities include oversight of Labor Relations activities in the absence of the Human Resources Director. | |

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: 45

Manages all classification, recruitment, and selection activities for DTMB and conducts executive level recruitments for the department as required. Serves as the liaison between DTMB and Civil Service on all classification, recruitment and selections issues and ensures that appointments are executed in accordance with applicable rules, regulations, and policies. In addition, manages the Transactions Unit, monitoring unit functions to ensure that it operates properly and efficiently. Develops and implements policies and procedures for the unit as needed in conjunction with the HR Director.

Individual tasks related to the duty:

- Oversees all classification activities for DTMB.
- Train staff in proper analysis of determining appropriate classification of new and existing positions; in the review of reclassification requests.
- Proposes revision to class specifications and conducts classification studies.
- Oversee the department's personnel requisition process to ensure consistency of application across the department and appropriateness of the request.
- Ensures that all recruitment/selection processes meet all Civil Service requirements.
- Oversee transactions staff in all payroll and personnel transactions processes.
- Oversee the department's pay for performance programs.
- Advises staff in the resolution of sensitive, complex or precedent-setting situations.
- Meet with executive level staff to discuss problem areas and identify solutions.

Duty 2

General Summary:

Percentage: 25

Provide strategic support to the HR Director, including policy review and development; formulates recommendation regarding realignment of HR operations as required.

Individual tasks related to the duty:

- Participates in the development and implementation of policies, procedures, goals, strategies, and standards for the DTMB Human Resources Office.
- Provides support and consultation to DTMB administration to accomplish departmental initiatives.
- Develops tracking and controlling mechanisms to ensure timely and accurate completion of targeted HR activities.
- Assists the HR Director with special projects, including resolution of sensitive personnel issues in the State Budget Office and the Governor's Office; provides impact assessments related to re-organization proposals with DTMB; and coordinating departmental responses to Civil Service proposals to create or modify rules and regulations.

Duty 3

General Summary:

Percentage: 15

In conjunction with, or in the absence of, the HR Director, the position works closely with Labor Relations staff in areas where Operations and Labor Relations overlap.

Individual tasks related to the duty:

- Works with and provides guidance to the labor relations staff when necessary.
- Represents the HR Director at meetings and/or conferences.
- Assist with the CS-138 process when necessary.
- Participates in collective bargaining processes (i.e., information gathering for the preparation of proposals) when necessary.

Duty 4

General Summary:

Percentage: 10

Selects, directs, and evaluates staff in the performance of their human resources responsibilities.

Individual tasks related to the duty:

- Selects and assigns HR staff, ensuring equality in hiring, promotion, and other employment practices.
- Establishes performance standards and assesses staff performance.
- Determines staff assignments and establishes project guidelines.
- Review/approve time/attendance.
- Conducts training and/or provides resources for training for HR staff.

Duty 5

General Summary:

Percentage: 5

Perform other duties as assigned.

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.

Developing recruitment strategies; developing and implementing tracking methodologies in each area of responsibility; determining methodologies for special projects.

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

Any "out of the ordinary", sensitive or controversial matters would be brought to the attention of the HR Director.

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.

Standard office environment – limited physical effort.

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> |
|--------------------|------------------------------|--------------------|----------------------------|
| SEGERLIND, SARAH J | HUMAN RESOURCES ANALYST-A 12 | GRAY, CLELA NICOLE | HUMAN RESOURCES ANALYST-A- |

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|--------------------------------|---------------------------------|----------------------|---------------------------------|
| MILLER, AMY | HUMAN RESOURCES SPECIALIST-2 13 | FABUS-MAIN, MICHAELA | HUMAN RESOURCES ANALYST – P11 |
| TROTTER, TENERA | HUMAN RESOURCES SPECIALIST-2 13 | SANDERS, BETHANY | HUMAN RESOURCES TECHNICIAN-A 10 |
| THURMAN, TAELO | HUMAN RESOURCES TECHNICIAN - 9 | LANTIS, MEGAN | HUMAN RESOURCES TECHNICIAN - 9 |
| MAUS, JADEN | GENERAL OFFICE ASSISTANT (DTMB) | | |
| 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?

This position serves as the Manager of HR Operations within the DTMB Office of Human Resources. The primary responsibilities include the oversight of all recruitment, classification and personnel and payroll transaction activities for the Department of Technology, Management & Budget, the State Budget Office and its organizational units, and the Governor's Office. Additional responsibilities include oversight of Labor Relations activities in the absence of the Human Resources Director.

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

Position has been vacated. Updating PD's percentages and some duties to prepare for posting.

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

The function of the DTMB Office of Human Resources is to provide a full range of human resources services for the Department of Technology, Management & Budget, the State Budget Office and its organizational units, and the Governor's Office with professional and prompt service in dealing with all of their human resource needs.

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 or equivalent.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of Civil Service rules and regulations, departmental human resource policies and procedures; tact; professionalism; strong customer service ethic; effective written and verbal communication; excellent interpersonal skills.

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