

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

Position Code 1. HUMRTCHEA95N

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 Human Resources Technician-E	10. Division MICHIGAN DEPARTMENT OF CORRECTIONS
5. Working Title (What the agency calls the position) HUMAN RESOURCES TECHNICIAN	11. Section WOMEN'S HURON VALLEY CORRECTIONAL FACILITY
6. Name and Position Code Description of Direct Supervisor HUMAN RESOURCES SPECIALIST-2	12. Unit OFFICE OF HUMAN RESOURCES
7. Name and Position Code Description of Second Level Supervisor BROWN, TAMMY; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3201 BEMIS ROAD, YPSILANTI, MI / MONDAY - FRIDAY, 8 AM TO 4:30 PM
14. General Summary of Function/Purpose of Position This position is responsible for human resource technician functions for assigned areas for the Women's Huron Valley Correctional Facility. This position processes payroll and transactions, assists with selection processes, provides new employee orientation and works with disability management staff.	

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

Responsible for technical support of human resource functions. Responsible for independent personnel maintenance of all employees in areas of responsibility. Independently handles this procedure. Maintains an employee caseload and is responsible for processing payroll and transactions for same.

Individual tasks related to the duty:

- Maintains confidential personnel, medical and discipline files.
- Enters, retrieves, and approves information using the SIGMA, Ultra Time and HRMN systems. Generates reports in Business Objects and utilizes OMNI database as needed.
- Uses various communication tools, such as email, telephone, voicemail, correspondence, facsimile and other electronic media to address customer

needs. Locates and utilizes appropriate reference materials to find answers and to explore work related matters.

- Guides, trains, oversees, and reviews the work of the Human Resources Assistant in the performance of tasks.
- Confidentially meets with employees regarding pay, classification and personal issues as they pertain to the job and/or benefits, personnel issues, promotional opportunities, etc.
- Coordinates and maintains records on programs including but not limited to Hepatitis B testing, TB testing, SCBA and gas mask

Duty 2

General Summary:

Percentage: 20

Serves on interview panels ensuring that selection procedures are followed. Recommends hires, including new hires, transfers, promotions, recalls, reinstatements, etc. to the Human Resource Officer. Daily contact with customers, Bureau and Division Managers, and Civil Service. Ensures all credential reviews are processed in accordance with Civil Service requirements. Ensures all appointments are processed properly in accordance with EEO, Civil Service and standardized guidelines.

Individual tasks related to the duty:

- Posts job utilizing the NEOGOV system.
- Reviews and evaluates resumes for eligibility.
- Prepares selection plan appointment packets on all positions per selection guidelines
- Reviews bargaining unit agreements to learn appropriate selection procedures and ensure all selections are in compliance with contract language.
- Works with the Human Resources Officer to meet contractual obligations when vacancies occur.

Duty 3

General Summary:

Percentage: 15

Performs special projects as assigned.

Individual tasks related to the duty:

- Uses calendar and other available communication mechanisms to track progress on tasks and projects.
- Reviews errors and enters corrections for audits and grievances.
- Other duties assigned by management.

Duty 4

General Summary:

Percentage: 10

Coordinates and participates in recruitment activity including individual and new employee orientation and job fairs when appropriate.

Individual tasks related to the duty:

- Explains benefits, hiring process, fingerprinting process etc.
- Explains to new employees the rules of Civil Service, Departmental policies, etc.

Duty 5

General Summary:

Percentage: 10

Works with the facility's Human Resources Officer and the Corrections Central Human Resources Office on disability management functions.

Individual tasks related to the duty:

- Ensures initial and follow up contact is made by human resources staff to employees absent from work on extended leave.
- Works with Central Office Technical/Disability Unit to ensure employees are afforded rights under FMLA, accommodations, return to work, light duty, and worker's compensation issues and coordinates processing of same.
- Monitors long term employee absences ensuring worker's compensation, long term disability, FMLA and contractual entitlements are afforded to employees.
- Communicates with various departments and outside sources in resolving employee disability management issues (i.e. Department's disability management coordinator, worker's compensation specialists, rehabilitation consultants, etc.).
- Assists the Human Resources Officer in coordinating the Transitional Employment Program and preparing reports as required.

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

Reviews potential appointments including promotions, transfers, hires, grievance settlements, etc. to ensure compliance with Civil Service, Department and Bargaining Unit rules and contracts. Should fault be found in the process, has the authority to

go to the party requesting the transaction to deny the request and explain the reason(s) for the denial.

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

Decisions that would be made independently by advanced levels. Interpretation of complex, unfamiliar, or unclear contract language, Civil Service rules, or department policies, procedures, rules, guidelines, etc.

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.

Standing 15%
Walking 10%
Sitting 60%
Bending 5%
Reaching 5%
Carrying 5%

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.

Additional Subordinates

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

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

Provide HR services to departmental personnel. Train, guide and interpret contract language and Civil Service rules for all areas of responsibility. Operate applicable computer programs, including HRMN, SIGMA, Ultra Time and Business Objects to complete timekeeping and personnel transactions. Utilizes OMNI to process Employee Identification Cards, CCWs and TB testing.

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?

To provide personnel services to Departmental personnel. Ensure all actions are within Civil Service rules, Department policy, etc. Provide human resources assistance and human resource related training to all employees within areas of responsibility.

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:

Human Resources Technician 7

One year of experience equivalent to a Human Resources Assistant 7; or one year equivalent to a Human Resources Customer Service Representative E8 in state service; or one year of administrative support experience equivalent to the 7-level in state service.

Human Resources Technician 8

One year of experience equivalent to a Human Resources Technician 7; or two years of experience equivalent to a Human Resources Assistant, including one year equivalent to a Human Resources Assistant E8; or two years of experience equivalent to a Human Resources Customer Service Representative E8, or one year of experience equivalent to a Human Resources Customer Service Representative 9 in state service.

Human Resources Technician E9

Two years of experience equivalent to a Human Resources Technician, including one year equivalent to a Human Resources Technician 8; or three years of experience equivalent to a Human Resources Assistant, including one year equivalent to a Human Resources Assistant 9; or three years of experience equivalent to a Human Resources Customer Service Representative E8, or two years equivalent to a Human Resources Customer Service Representative 9 in state

service.

Alternate Education and Experience

Human Resources Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Human Resources Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Human Resources Technician E9

Possession of a Bachelor's degree and one year of human resources related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of rules, practices and procedures used in public personnel administration; state government organization and missions; functions assigned to various occupations in state government; Michigan Civil Service Commission rules, regulations, forms and procedures related to the work; collective bargaining agreement provisions and/or procedures related to the work; personnel activities involving various personnel actions; HRMN, Business Objects and/or department specific databases to produce personnel reports; state automated human resource or payroll systems, interviewing techniques to collect data. Ability to select and compile data for correspondence and reports; apply standards and guidelines to individual situations to identify acceptable and/or problem circumstances; meet officials of government and industry and the public to explain personnel operations; conduct established training sessions, workshops, conferences, seminars and programs regarding staff development and training; communicate effectively; maintain favorable public relations; assume responsibility and work independently; follow complex instructions.

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