

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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	10. Division
Human Resources Technician	QUALITY OF LIFE
5. Working Title (What the agency calls the position)	11. Section
Human Resources Technician	OFFICE OF HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor	12. Unit
VACANT; HUMAN RESOURCES MANAGER	PAYROLL UNIT
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
CONKLIN, SELENA E; STATE ADMINISTRATIVE MANAGER-2	525 W ALLEGAN ST; LANSING, MI 48915 / MONDAY - FRIDAY, 8 AM TO 5 PM
14. General Summary of Function/Purpose of Position	
This position performs a variety of human resources support activities for Quality of Life HR which services the DNR, EGLE and MDARD agencies. Duties include but are not limited to processing a broad range of personnel and payroll transactions, performing necessary calculations and entering transactions in HRMN, review and approval of employee timesheets in SIGMA, processing adjustments/modifications in HRMN and SIGMA, as necessary, to ensure that timesheets submitted conforms to applicable laws, Civil Service rules and regulations and bargaining unit contract provisions. Responds to employee inquiries regarding Civil Service Commission rules and regulations, payroll processing functions, and other HR related issues. Substantial follow-up and problem-solving duties are routine. This position also serves in a training capacity for processing the NEOGOV PE Program for DNR and EGLE along with assisting with MDARD's performance evaluation process.	

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 of Duty 1 % of Time 40

Interpret Civil Service Rules and Regulations, collective bargaining agreement contracts, and DNR, EGLE and MDARD policies in order to process all payroll, compensation and transaction related actions, including Inputting, updating, and/or retrieving information from Human Resource Management Network (HRMN) system. Answering questions related to transaction entry, compensation, time accrual and reporting, Civil Service Rules and Regulations, department policies and union contracts. Ability to independently troubleshoot by identifying issues/concerns, investigate and offer solutions.

Individual tasks related to the duty.

- Regularly handle transaction duties including, but not limited to new hires, promotions, demotions, transfers, personal and miscellaneous information changes, separations, layoffs, process level changes.
- Maintain all employee time accrual plans and ensure all are in accordance with Civil Service Rules and Regulations and any applicable bargaining unit agreement(s).
- Ensure all necessary documentation supporting all actions is obtained prior to entry into HRMN system, to ensure compliance with Civil Service Rules and Regulations and any applicable bargaining unit agreement(s).
- Monitor jury duty hours to ensure employee reimbursement is processed; adjust hours to reflect annual leave, if necessary, and advise managers and employees on all policies, Rules and Regulations associated with Jury Duty, reimbursement and time used.
- Monitor expiration report for dates of limited-term and laid-off employees.
- Investigate and resolve personnel/payroll questions as they relate to departmental rules and policies and Civil Service rules and regulations.

Duty 2

General Summary of Duty 2 % of Time 30

Works in a training capacity to assist with coordinating NEOGOV PE program for DNR and EGLE as well as assists with MDARD's performance evaluations. Also assists with developing and deliver training and video training for performance management; develops and maintains comprehensive reports for EGLE.

Individual tasks related to the duty.

- Secondary QOL-HR contact for NEOGOV PE Program for DNR and EGLE.
- Process employee probationary actions in HRMN for MDARD
- Assists in development training procedures to all DNR and EGLE supervisors for NEOGOV PE on a continuous basis.
- Audits PE reports to ensure timely completion of reviews.
- Troubleshoot PE system problems.
- Process Head Count Report for EGLE

Duty 3

General Summary of Duty 3

% of Time 25

Bi-weekly Payroll Processing

Individual tasks related to the duty.

- Responsible for completion of payroll in SIGMA on a bi-weekly basis. Audit and certify payroll for release.
- Ensure all supporting documentation are submitted and that all documentation and requests meet Civil Service Rules and Regulations, as well as any applicable collective bargaining unit agreement(s).
- Process time and attendance adjustments in SIGMA, ensuring all necessary supporting documentation is obtained prior to entry.
- Research and evaluate contract language in order to provide employees and supervisors with payroll policy and/or contract changes.
- Maintain a filing system for all payroll and required documentation.
- Run biweekly timesheet reports to assist with payroll review and processing.
- Run bi-weekly timesheet certification reports to ensure timely compliance.
- Review time for employees on FMLA or other approved leave. Review and evaluate DMO leave reports and/or consult extensively with the DMO, employees, managers and the Office of the State Employer to ensure applicable laws, civil service rules and bargaining contract provisions are adhered to when recording the time and leave credits.
- Notifies DMO if employee is off work for more than 5 days and has not submitted a leave request.

Duty 4

General Summary of Duty 4

% of Time 5

SIGMA UDOC Approver and Other HR duties as needed/assigned.

Individual tasks related to the duty.

- Verify Access and Approve UDOCs in SIGMA.
- Participate in process improvement team for QOL HR policies.
- Troubleshoot and analyze audit issues and recommend improvements .

Duty 5

General Summary of Duty 5 % of Time _____

Individual tasks related to the duty.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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

Independently determine work priorities and practices. Decisions made have financial impacts on employees. Interpret Civil Service Rules and Regulations and union contracts as they pertain to employees and actions processed.

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

Seek supervisor review or approval when action or decision is precedent setting or could have a negative financial impact on the Department.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Sitting and using computer for long periods of time. Some stooping and bending.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Position's primary responsibilities are to maintain an ongoing understanding of Civil Service Rules and Regulations, and all collective bargaining agreements in order to independently process appointments and other HRMN/ISO/NEOGOV transactions, verify and audit pay rates, review and approve time and attendance, respond to audits, maintain accurate HRMN/ISO/NEOGOV records, recoup over issuances, and work with employee benefits to resolve benefit issues.

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 Transactions/Payroll Unit is responsible for entering transactions and processing payroll for over 3,500 employees in the QOL agencies

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:

This position requires an individual with a high regard for confidential information, who is highly motivated, organized, flexible, able to communicate effectively both verbally and in writing. Good interpersonal and computer skills are required and the ability to be objective when dealing with issues and employees. Ability to assume responsibility and work independently. Extensive knowledge of HRMN and SIGMA systems. Extensive knowledge of Civil Service Rules and Regulations. Good computer software, analytical, and communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.