

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

Position Code

1. HUMRTCHE

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 Office of Human Resources - Department of Labor and Economic Opportunity.
5. Working Title (What the agency calls the position) HR Technician	11. Section
6. Name and Position Code Description of Direct Supervisor Keri Lardie, State Office Administrator 17	12. Unit
7. Name and Position Code Description of Second Level Supervisor Noelle Rouse, Deputy Director	13. Work Location (City and Address)/Hours of Work 320 South Walnut, Lansing, MI 48933 / 8 a.m. - 5 p.m.

14. General Summary of Function/Purpose of Position

This position provides customer and technical support for the Department of Labor and Economic Opportunity (LEO) Human Resources Office, including assisting LEO employees with questions, performing necessary calculations and entering transactions into HRMN; processing payroll and making adjustments/modifications as necessary, to ensure that timesheets submitted conform to applicable laws, civil service rules and regulations and bargaining unit contract provisions. Maintains personnel files and performs office support functions and other duties as assigned.

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

Input, update, and/or retrieve information from Human Resource Management Network (HRMN) system. Answer 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:

- Process new hires, promotions, transfers, personal and miscellaneous information changes, separations, layoffs, and leaves of absence.
- Process all Gross Pay Adjustments, Net Pay Adjustments, Step Increases, Reclassifications and Manual Payments.
- Audit and regularly handles transaction duties.
- Handles death claims.
- Maintain all employee time accrual plans.
- Ensure all necessary documentation supporting all actions is obtained prior to entry into HRMN system.
- Monitor jury duty hours to ensure employee reimbursement is processed; adjust hours to reflect annual leave, if necessary.
- Monitor expiration 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.
- Determine eligibility for working out of class pay, calculate GPA and process transactions on bi-weekly basis.
- Process project pay awards.
- Handle rejected EFT transfers; complete and provide necessary forms to Finance for reissuance of checks.
- Determine eligibility for annual leave donations and process through OSE, union or other required entities. Enter transactions to donating and receiving employees and track donations to ensure all actions conform to civil service rules and union contract provisions.

Duty 2

General Summary:

Percentage: 30

Bi-weekly Payroll Processing.

Individual tasks related to the duty:

- Responsible for completion of payroll in SIGMA for LEO employees on a bi-weekly basis. Audit and certify payroll for release.
- Ensure all supporting documentation, i.e., leave slips, overtime slips, are submitted.
- Process time and attendance adjustments in SIGMA, ensuring all necessary supporting documentation is obtained prior to entry.
- Update employee schedules in SIGMA default work schedules.
- Review draft procedures regarding time and attendance and provide input.
- Research and provide employees and supervisors with payroll policy and/or contract changes.
- Maintain a filing system for all payroll and required documentation.
- Run related reports.
- Run bi-weekly timesheet certification reports to ensure timely compliance.
- Review time for employees on FMLA or other approved leave. Review 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 3

General Summary:

Percentage: 30

Performs and/or assists with processing of labor relations activities, class and select activities and other human resources-related technical and administrative support tasks.

Individual tasks related to the duty:

- Interpret and process transactions for grievance settlements.
- Works with the Labor Relations Specialist to compile information relative to Labor Management meetings.
- Works with the Analyst responsible for ADA Complaints and Reasonable Accommodations, facilitates ergo assessments and coordinates accommodations with supervisors/managers once approved.
- Provide training and assistance to staff in the use of the HRMN self-serve system.
- Conduct New Employee Orientations.
- Establish and maintain employee personnel, I-9 and other files.
- Review system-generated reports for implementation or audit purposes. Ensures all corrections are processed as needed.
- Perform typing duties incidental to the work such as typing cards, labels, folders, envelopes, forms and short memoranda and reports.
- Prepare employment verification requests, unemployment claim requests, civil service audit requests, as required.
- Assist employees with questions regarding insurance benefits and open enrollment.
- Provide information as required to answer questions from employees and managers regarding personnel issues, policies and procedures, Civil Service rules and regulations, and collective bargaining agreements.
- Answer incoming phone calls and either assist the caller, route to appropriate staff, or take a message.
- Open, sort and distribute incoming inter-office and US mail. Prepare outgoing mail.
- Runs Business Object Reports.
- Updates the drop-down boxes, grants access and other administrative functions for the Share Point tracking system.
- Updates the Intranet Site.
- Logs in transactions and other documents that require tracking.
- Performs activities related to the preauthorized reclassification of employees.
- Processes Plan A's and C's, telecommuting, alternative work schedules, supplemental employment, disclosures of interest
- Designated Appointing Authority for employee ID cards, Employee Departure Forms, and Security forms.
- Serve as Representative for HRCN meetings and updates staff on upcoming changes.
- Compose correspondence as necessary.
- All 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.

Decisions related to processing of actions, interpretation of Civil Service Rules. Review appointments, reclassifications, and position action requests to determine if they are within the rules and regulations of Civil Service. Compute wages for hires and promotions, complying with Civil Service rules and regulations. Interpret Civil Service rules and regulations, LEO Policies and Procedures, applicable bargaining unit contracts, and the Compensation Manual for employees and supervisors using sound judgment and guidance.

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

Any decisions that are not specifically related or assigned to the positions duties that may require a higher level of approval. Questions on policy or procedure that deviate from past practice. When contract language is not specific and interpretation of Civil Service rules and regulations or Department Policies and Procedures requires further clarification. When an employee or supervisor disagrees with interpretation of contract language, Civil Service rules and regulations, Department Policies and Procedures.

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	50%	Bending	5%
Reaching	5%	Lifting	10%
Carrying	5%		

Typical office setting. Ability to type on a computer keyboard, read computer screens, read documents and communicate by telephone on a regular basis. Work under tight timelines which can be stressful.

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):

☐ 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?

Handling and processing of all routine personnel transactions for LEO. SIGMA Security Administrator for LEO. Provide administrative support for the HR Office.

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 Human Resources Office is responsible for personnel operations for union and non-union employees within LEO. Responsibilities include: processing payroll and personnel transactions; benefits administration; in-service training; performance evaluations; recruitment, hiring, and orientation of new employees; processing employee grievances; providing guidance to staff at all levels on Civil Service rules, state and federal employment law, departmental policies, and labor contract provisions for all bargaining units; monitoring corrective action for discipline and performance problems; defending employment decisions in grievance appeals, arbitrations, lawsuits, unemployment hearings, civil rights complaints, worker's compensation appeals, and sexual harassment complaints. This position performs technical activities related to HRMN and SIGMA transactions, ADA, RA and Labor Management to ensure the department's compliance with applicable CS rules and regulations, bargaining unit contract provisions, and department rules and policies.

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.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to assume responsibility and work independently. Extensive knowledge of HRMN and DCDS systems. Extensive knowledge of Civil Service Rules and Regulations. Good computer software 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.

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