

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

Position Code HR Tech E Level

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) DISCIPLINE TECHNICIAN	11. Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work JACKSON REGIONAL OFFICE, 4000 COOPER STREET, JACKSON MI / MONDAY - FRIDAY, 8 AM TO 4:30 PM

14. General Summary of Function/Purpose of Position

This position supports the disciplinary process for the Jackson Complex, which includes multiple facilities and a large employee population, by analyzing disciplinary case materials, evaluating procedural and policy alignment, and providing technical guidance to ensure consistent application of Civil Service Rules, collective bargaining agreements, and departmental standards. The position contributes to disciplinary reporting and procedural consistency by reviewing discipline-related data, identifying trends and routine documentation issues, and preparing summaries for HR Officer review. It also assists with training needs by helping develop materials and conducting established sessions on standard disciplinary procedures and documentation requirements. Complex or interpretive matters are referred to the HR Officer for further evaluation.

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: 75

This position supports the disciplinary process for the Jackson complex by analyzing disciplinary case materials and evaluating how documented conduct aligns with Civil Service Rules, collective bargaining agreements, and departmental policy. The position assesses prior discipline and grievance history to identify factors that may influence disciplinary level or case handling and prepares discipline-related documents for HR Officer review. It provides guidance to employees and supervisors regarding established disciplinary procedures, policy requirements, and timelines to support consistent application of standards. Complex or atypical cases are referred to the HR Officer for further interpretation or direction.

Individual tasks related to the duty:

- Interpret and apply Civil Service Rules, collective bargaining agreement provisions, and departmental disciplinary standards to evaluate whether proposed actions align with established requirements.
- Review disciplinary case materials to determine how the incident, applicable rules, and prior actions relate to the situation, identifying concerns or inconsistencies and directing issues requiring interpretation to the HR Officer.
- Analyze employee conduct history, including previous discipline and grievance outcomes, to determine factors that may influence disciplinary level or case handling.
- Examine case timelines and procedural requirements to determine whether disciplinary actions follow mandated contractual and Civil Service rules and advise the HR Officer when procedural issues may impact case handling.
- Prepare discipline-related documents, such as waivers, options memoranda, and settlement proposals, ensuring they reflect the case record and comply with relevant policies and contractual language, and provide drafts to the HR Officer for review.
- Deliver concise assessments that summarize relevant case elements, highlight potential compliance risks, and outline considerations that may influence disciplinary decision-making.
- Develop reports, summaries, and analytical materials that document disciplinary activity, identify trends, and provide compliance-related insights for HR leadership or central office.
- Serve as the point of contact for disciplinary-related inquiries or employee relations concerns, gathering basic information and providing guidance within established parameters, referring complex matters to the HR Officer.

Duty 2

General Summary:

Percentage: 20

This position supports disciplinary reporting and procedural consistency by analyzing discipline-related data, identifying trends or routine documentation issues, and providing technical guidance to ensure alignment with established requirements. The position also assists with training needs by helping develop materials and conducting established sessions on standard disciplinary procedures and documentation standards.

Individual tasks related to the duty:

- Analyze disciplinary data and validate information used for month-end discipline reporting, preparing clear summaries for HR Officer review.
- Evaluate disciplinary activity across Jackson facilities to identify trends, emerging issues, or areas where procedures may not be applied consistently, and prepare summary findings.
- Review error reports to identify routine documentation or data-entry inconsistencies and provide technical guidance to staff on correcting inaccuracies in alignment with required standards.
- Review disciplinary timelines, required documentation, and procedural steps to determine whether cases align with basic Civil Service and contractual requirements, and advise the HR Officer on issues requiring adjustment.
- Identify training needs related to disciplinary procedures and documentation standards and assist in developing or updating training materials used for routine staff instruction.
- Review applicant records, including documented disciplinary history, to determine whether candidates meet basic eligibility requirements for positions within the Jackson complex, and flag potential issues for HR Officer review.
- Conduct established training sessions for staff on disciplinary procedures, documentation requirements, and timelines to support consistent understanding and application of standard processes.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Other duties as assigned.

Duty 4

General Summary:

Percentage:

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.

This position independently analyzes disciplinary documentation to determine whether it meets required standards for accuracy, completeness, and compliance with established disciplinary procedures. This position identifies deficiencies, makes decisions on whether corrections or additional information are needed, and communicates these issues to the appropriate supervisor or HR Officer. These decisions directly affect the timely processing of disciplinary actions, the quality of case records, and the ability of the HR Officer to advance cases in accordance with contractual and policy deadlines..

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

Decisions requiring the supervisor's review include any recommendations involving changes to the disciplinary process, as well as matters that involve high-risk, sensitive, or politically complex cases that may have legal or operational implications. Situations that require interpretation of Civil Service Rules, MDOC policy, or collective bargaining agreements that could set precedent or conflict with existing guidance are forwarded to the HR Officer for review. Complex, unclear, or disputed documentation issues, or cases where procedural requirements are not straightforward, also require supervisory evaluation before action is taken.

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 with some travel. This position will be required to carry work related materials and equipment to various buildings or work locations.

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):

N

Complete and sign service ratings.

N

Assign work.

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
N 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?

The essential functions of this position are to analyze disciplinary case materials, apply Civil Service Rules, collective bargaining agreements, and departmental policy to disciplinary situations, and provide technical guidance that supports consistent and compliant case handling across the Jackson Complex. The position prepares discipline-related summaries and reports, evaluates documentation and timelines for alignment with established requirements, and assists with developing and delivering training on standard disciplinary procedures.

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

New establishment

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

The work area is responsible for delivering comprehensive human resources services to all employees within the Jackson Complex. This position fits into that function by completing tasks related to the disciplinary processes for the Jackson complex to ensure accuracy, compliance and consistency.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

.

EXPERIENCE:

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent written/verbal communication skills Organizational/project management skills.

Ability to write and translate information for a wide variety of audiences.

Ability to speak clearly and effectively with customers one-on-one and in groups.

Knowledge and ability to use a variety of Microsoft Office software, including Excel, Word, PowerPoint, and Microsoft Access.

Knowledge of the functions assigned to various occupations in state government.

Knowledge of Michigan Civil Service Commission rules, regulations, forms and procedures related to the work.

Knowledge of collective bargaining agreement provisions and/or procedures related to the work.

Ability to select and compile data for correspondence and reports.

Ability to apply standards and guidelines to individual situations to identify acceptable and/or problem circumstances.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to assume responsibility and work independently.

Ability to 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