

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

|                                      |
|--------------------------------------|
| <b>Position Code</b><br>HUMRSPL2A88N |
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## 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.

|                                                                                                       |                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                         | <b>8. Department/Agency</b><br>CIVIL SERVICE COMMISSION                                                                                             |
| <b>3. Employee Identification Number</b>                                                              | <b>9. Bureau (Institution, Board, or Commission)</b><br>Human Resources Operations                                                                  |
| <b>4. Civil Service Position Code Description</b><br>HUMAN RESOURCES SPECIALIST-2                     | <b>10. Division</b><br>Department of Corrections                                                                                                    |
| <b>5. Working Title (What the agency calls the position)</b><br>Human Resources Officer               | <b>11. Section</b><br>Newberry Correctional Facility                                                                                                |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>; STATE ADMINISTRATIVE MANAGER-1 | <b>12. Unit</b><br>Office of Human Resources                                                                                                        |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>; SENIOR POLICY EXECUTIVE  | <b>13. Work Location (City and Address)/Hours of Work</b><br>13747 E County Road 428, Newberry, MI / Monday - Friday,<br><del>8 AM to 4:30 PM</del> |

|                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14. General Summary of Function/Purpose of Position</b><br><br>This position is responsible for the overall Human Resources operation at the Newberry Correctional Facility. This includes employee relations, classifications and selections, recruitment, payroll and benefits, disability management (with Central Office) and staff supervision. |
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**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: 30**

Employee/Labor Relations

**Individual tasks related to the duty:**

- Consult with and advise staff, managers, and the Warden on performance and misconduct issues, contractual guidelines, departmental work rules and policies.
- Respond to all inquiries from the Unemployment Agency in a timely manner and prepare and present facility cases before Unemployment Agency referees and Board of Review.
- Interpret bargaining unit contract provisions for staff.
- Prepare and submit interrogatories and other necessary documents to Department of Civil Rights in response to civil rights complaints.
- Monitor timekeeping practices and entry of payroll for the payment of wages and benefits in compliance with Civil Service rules and Compensation Manual, DTMB guidelines, SIGMA, contractual agreements and FLSA.
- TB testing and tracking of all employees.
- Provide requested information to outside agencies in response to inquiries and represent the facility as needed in various hearings.
- Serve as a resource to managers for grievance responses; prepare grievance responses as requested by the Warden.
- Oversee the disciplinary process by scheduling conferences, preparing reports and working with management to ensure that

**Duty 2**discipline is imposed timely.

**General Summary:**

**Percentage: 30**

Classifications and Selections

**Individual tasks related to the duty:**

- Prepare and submit classification action requests to Civil Service.
- Recommend appropriate classification actions to Civil Service on classification appeals.
- Review facility positions on a continuous basis to assure accuracy of position descriptions, staffing patterns, position allocations, etc.
- Prepare documents, submit and obtain necessary approvals for contractual services for the facility.
- Prepare interview questions and participate on interview panels.
- Assure that facility selections are completed in accordance with the Department selection plan approved by the Department EEO Office, Department and Civil Service policies and procedures, bargaining unit agreements, and applicable State and Federal laws.
- Assure that employment screenings are conducted in accordance with Department policies and procedures.
- Provide contract interpretation for five bargaining units to supervisors and managers; interpret Civil Service rules.
- Serve as resource for supervisor's grievance responses at the local level.
- Ensure a representative applicant pool is available for consideration in the selection process. When necessary, do special recruiting through posting on the Civil Service web site advertisement, and Colleges and Universities.

**Duty 3****General Summary:****Percentage: 20**

Payroll and ISO/HRMN Transactions

**Individual tasks related to the duty:**

- Assure accuracy and timeliness of all ISO/HRMN human resource transactions for facility employees including payroll.
- Audit reports of ISO/HRMN entries made by staff through review of appropriate e-Broadcast reports and error logs.
- Responsible for the explanation and application of fringe benefits for facility employees.
- Interpret appropriate Civil Service Rules, Regulations, and applicable contracts as they apply to payroll process, overtime, payroll calculations, use of leave, etc.
- Audit reports of SIGMA entries made by staff through review of appropriate control and error reports that are available.
- Ensure proper audits and controls are in place and followed.

**Duty 4****General Summary:****Percentage: 10**

Monitor compliance with departmental policy and union contracts relative to employee absences and entitlements, ensuring they are accounted for and that bargaining unit contracts, FMLA guidelines and DOC policies are followed. Work with Corrections Disability Management and facility staff to ensure entitlements are provided. Ensure monthly data reports are submitted and accurately reported.

**Individual tasks related to the duty:**

- Analyze reports to track employees on leave of absence to ensure DOC policy is being followed.
- Monitor position vacancies to ensure vacancies are tracked monthly and appropriately reported.
- Review bargaining unit contract, CSC Regulations and DOC departmental policy.
- Ensure MIOSHA report requirements are met.
- Ensure compliance with TB testing and HBV vaccinations.
- Serve as ADA coordinator for the Facility.

**Duty 5****General Summary:****Percentage: 10**

Supervision of staff and other duties as assigned.

**Individual tasks related to the duty:**

- Develop goals/objectives and determine priorities for staff. Develop and implement procedures; recommend revisions to policy; plan and assign work; evaluate performance; consult with and advise staff, managers, and the administration on Human Resource issues.
- Assigns work, sets priorities, and directs work of staff assigned to the facility human resources office.
- Reviews all leave requests for staff assigned to the human resources office.
- Trains staff in proper human resources procedures.
- Completes projects and other assignments.
- Serves as the Appointing Authority.

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

Interpreting Department and Civil service policies and procedures, rules and regulations and bargaining unit agreements.

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

Decisions that do not fall clearly within the above and require clarification or interpretation that may have Statewide impact or a substantial financial impact.

**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, sitting, reaching, bending, walking. May have contact with prisoners.

**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> |
|-------------|-------------------------------|-------------|--------------------|
|             | HUMAN RESOURCES<br>TECHNICIAN |             |                    |
|             |                               |             |                    |
|             |                               |             |                    |
|             |                               |             |                    |
|             |                               |             |                    |

**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?**

Must be able to communicate effectively both verbally and in writing; must be able to move about the work location; must be able to comprehend and synthesize complex verbal and written information from multiple sources (Civil Service, labor contracts, federal and state laws, department policies, etc.); must be able to explain complex regulations to line staff and managers; must be able to meet deadlines.

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

Updating PD to accurately reflect duties as incumbent is vacating as of December 1, 2026.

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

The work area provides for the custody, security and supervision of convicted felons/parolees or probationers. This position is responsible for all human resource activities for all employees in the specific work area.

**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.

**EXPERIENCE:**

**Human Resources Specialist 13 - 15**

Four years of professional experience equivalent to a Human Resources Analyst, including two years equivalent to a Human Resources Analyst P11 or one year equivalent to a Human Resources Analyst 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Department of Civil Service and the Department of Corrections selection rules, regulations, policies, procedures, and guidelines.

Knowledge and ability in the supervision of staff.

Knowledge, skills, and abilities in the overall operation and provision of human resource services to employees.

**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

