

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

Position Code 1. HUMRSPL2A33N

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BUREAU OF DEPARTMENT SERVICES
4. Civil Service Position Code Description HUMAN RESOURCES ANALYST-E	10. Division HUMAN RESOURCES DIVISION
5. Working Title (What the agency calls the position) LABOR RELATIONS REPRESENTATIVE	11. Section
6. Name and Position Code Description of Direct Supervisor EDWARDS, BRITTANY; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor PRESTAGE, ROCHELLE; STATE OFFICE ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work 430 W ALLEGAN ST; LANSING, MI 48915 / Monday - Friday 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position acts as a Labor Relations Liaison, responsible for representing the Department in all matters pertaining to employee-employer relations including conducting employee investigations and advising all levels of management on addressing employee performance and misconduct issues for an assigned caseload in accordance with collective bargaining agreements and Civil Service Rules and Regulations. Position is responsible for grievance administration, including responding to grievances and representing the Department and state's interests in arbitration and Civil Service hearings.

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: 60

Conduct employee investigations and advise all levels of management on addressing employee performance and misconduct issues for an assigned caseload. Act as a Labor Relations Liaison

Individual tasks related to the duty:

- Conducts research and impartial fact finding to support employee investigations and employee relations activities
- Conducts internal employee investigations to include conducting interviews as needed.
- Processes and prepares employee investigation files.
- Prepares disciplinary notices and documents with reference to pertinent rule or contract language.
- Participates in supervisory meetings.
- Conduct disciplinary and investigatory conferences.
- Advises managerial and supervisory staff on conducting internal investigations to ensure compliance with collective bargaining agreements and Civil Service Rules and Regulations.
- Assist management with employee performance concerns, including developing work plans and drafting corrective action for issuance.
- Advise management in the administration of Civil Service Rules and Regulations, collective bargaining agreements, and department rules and policies.

Duty 2

General Summary:

Percentage: 30

Grievance administration – Departmental representative for management in the grievance process. Position is responsible for handling grievances for the assigned caseload. Departmental advocate in arbitration and Civil Service hearings.

Individual tasks related to the duty:

- Responsible for the interpretation, application, and administration of collective bargaining agreements.
- Hear and respond to second step grievances for assigned MDOS work areas.
- Schedule and conduct grievance conferences with union representatives and occasionally attorneys.
- Research and analyze issues and pertinent rules, regulations and contract articles presented in grievances.
- Prepare cases for arbitrations or Civil Service Hearings.
- Attend UAW mediation to mediate grievances at Step 3.
- Position has the authority to settle grievances at any step with final approval by the LR Manager.

Duty 3

General Summary:

Percentage: 5

Departmental advocate for arbitrations and Civil Service hearings.

Individual tasks related to the duty:

- Prepare cases for arbitrations and Civil Service hearings, including fact finding, evidence gathering, witness preparation, contractual and/or Civil Service Rule & Regs. research, etc.
- Present the case to the arbitrator or hearings officer, including providing an opening statement, submitting documentary evidence, presenting department witnesses, cross-examination, written or oral closing argument, etc.
- Advocate on behalf of the department to ensure a positive and/or favorable outcome.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Assist with developing department policies, LR manuals, etc.
- Serve on committees throughout the department as an HR representative.
- Assist with LR training as needed

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

The position follows established agency policies and procedures, CSC rules and regulations and collective bargaining agreement requirements. The position determines best practices involving employee-employer relations, contract interpretation, and grievance administration.

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

Questions or interpretation on policy or procedure that deviate from past practice or beyond the scope of authority delegated to the position. 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. Decisions that may have statewide impact on the department, are politically sensitive, or involve monetary disbursements.

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.

Normal office environment with statewide travel.

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 work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

This position acts as a Labor Relations Liaison, responsible for representing the Department in all matters pertaining to employee-employer relations including conducting employee investigations and advising all levels of management on addressing employee performance and misconduct issues for an assigned caseload in accordance with collective bargaining agreements and Civil Service Rules and Regulations. Position is responsible for grievance administration, including responding to grievances and representing the Department and state's interests in arbitration and Civil Service hearings.

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 labor relations section is responsible for the administration of the collective bargaining agreements, Civil Service rules and regulations, Labor relations policy, and other rules, regulations, and policies governing the Department of State. This section provides oversight for the Department's corrective/disciplinary action process to include advice to supervisory staff and employees regarding disciplinary action. This section also serves as the Department's advocate in collective bargaining, and grievance administration. This position serves as the recognized resource in the administration of labor relations issues for assigned areas of the Department.

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.

EXPERIENCE:

Human Resources Analyst 9

This is the entry level. The employee carries out a range of professional human resources assignments while learning the methods of the work.

Human Resources Analyst 10

This is the intermediate level. The employee performs an expanding range of professional human resources assignments in a developing capacity.

Human Resources Analyst P11

This is the experienced level. The employee performs a full range of professional human resources assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively.

Ability to maintain a high degree of confidentiality.

Ability to interpret instructions and guidelines for job performance.

Ability to interpret and explain instructions, guidelines, policies, procedures from department and CS to others effectively.

Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.

Ability to research and organize information for case preparation and presentation.

CERTIFICATES, LICENSES, REGISTRATIONS:

Labor Relations Subclass Code LBLL-experience in collective bargaining or labor contract administration, grievance or arbitration handling activities, or applying labor law.

Position requires incumbent possess and maintain a valid driver's license, in accordance with agency's driving record standards

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

5/3/2019

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