

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

**Position Code**

1. HUMRTCHAB98N

## 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 Resource Operations                                                                   |
| <b>4. Civil Service Position Code Description</b><br>Human Resources Technician-A                                    | <b>10. Division</b><br>Michigan Department of Corrections                                                                                           |
| <b>5. Working Title (What the agency calls the position)</b><br>Human Resources Technician                           | <b>11. Section</b><br>Marquette Branch Prison                                                                                                       |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>BOND, CRYSTAL L; 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>DEAN, PAUL R; STATE BUREAU ADMINISTRATOR  | <b>13. Work Location (City and Address)/Hours of Work</b><br>1960 US HIGHWAY 41 S; MARQUETTE, MI 49855 / Monday thru Friday, 8:00 a.m. to 4:30 p.m. |

**14. General Summary of Function/Purpose of Position**

This position serves as the recognized resource providing technical support to the Michigan Department of Corrections Marquette Branch Prison. Duties include, but are not limited to, processing a broad range of personnel and payroll transactions (both routine and complex), performing necessary calculations and entering transacting in HRMN (Human Resources Management Network) system, reviewing UltraTime and SIGMA timesheets. This position is responsible for running HRMN and SIGMA audit reports, and addressing any issues that arise and providing training to managers/supervisors on various functions within these applications. This position serves as the point of contact for a wide variety of inquiries from employees, managers, Disability Management Unit (DMU) related to HR processes. Assists the HRO with performance management functions, maintaining various employment files, and organizing and conducting orientations. This position will also assist the HR Analyst/HRO with classification/selection functions as needed.

**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: 70**

Serves as the recognized resource for technical support for Marquette Branch Prison. Responsible for HRMN transactions and SIGMA/UltaTime timesheets, is responsible for audit reviews of transactions and payroll, ensuring corrections are resolved. Point of contact for employees and supervisors/managers related to time entry, transactions, compensation, time accrual and reporting, Civil Service Rules and Regulations, department policy. Independently troubleshoots HRMN and SIGMA errors by identifying issues/concerns, investigate and offer solutions.

**Individual tasks related to the duty:**

- Input personnel transactions in the statewide Human Resources Management Network System (HRMN) such as hires, pay rate increases, job changes, process level changes, net pay adjustments, departures, personal information changes and other miscellaneous updates, ensuring compliance with applicable policies, rules, regulations, and established procedures.
- Audit personnel transactions to ensure accuracy and compliance with Civil Service Rules and regulations and step action tables.
- Review to ensure accuracy and compliance with Civil Service Rules and regulations and step action tables.
- Completing various calculations for employees/managers with it's such as Net Pay adjustments, Jury Duty recoupment fees etc.
- Processing WOC requests.
- Monitors HRMN mailbox and processes updates.
- Update and reviews MDOC Offender Management Network (ONMI)/ Corrections Offender Management System (COMS) for employee personal information/HRMN information
- Review personnel documents for accuracy, completeness, and conformance with all applicable guidelines, request clarification, corrections, authorizations, and additional information when necessary.
- Pull various reports for audits within but not limited to HRMN, SIGMA, OMNI, and Business Objects making any corrections necessary.
- Review and process all step increase and hours in grade hours for employee job changes. Research errors and reports findings to the employee and HR Analyst/ HR Officer. Maintains all employee time accrual plans.
- Process address changes and city tax changes.
- Review employee timesheets and take appropriate action to ensure accuracy of entries, appropriate approvals have been applied, and all entries comply with Civil Service Commission rules and regulations and department policy. Responsible for processing all payroll timely for case load assigned.
- Research and respond to all employee and manager questions related to payroll.  
Process payments for clothing allowance, compensation time payoffs, and grievance settlements, performing all necessary calculations to determine appropriate payments.
- Process payments for clothing allowance, compensation time payoffs, and grievance settlements, performing all necessary calculations to determine appropriate payments.
- Prepare documentation and perform calculations for impres cash warrants.
- Uses various communication tools, such as email, telephone, voicemail, correspondence, facsimile and other electronic media to address customer needs. Locates and utilizes appropriate reference materials to find answers and to explore work-related matters.
- Confidentially, meets with employees regarding pay, classification and personal issues as they pertain to the job and/or benefits, personnel issues, promotional opportunities, etc.
- Determine overtime eligibility for staff based on employee classification and applicable Civil Service Rules and regulations.
- Coordinates and maintains records on programs including but not limited to Hepatitis B testing, TB testing, SCBA and Respirator Medical Testing.

**Duty 2**

**General Summary:**

**Percentage: 20**

This position is the recognized resource and is responsible for employee orientation and being the first point of contact for employees and supervisors/managers on all HR related functions. This position will also assist the HR Analyst/HRO in classification/selection to ensure the work area meets all contractual obligations.

**Individual tasks related to the duty:**

- Works with the Human Resources Officer to meet contractual obligations when vacancies occur.
- Submits requisitions for hiring approval.
- Posts job utilizing the NEOGOV system.
- Reviews and evaluates resumes for eligibility.
- Conducts the credential review process in accordance with Civil Service requirements.
- Trains hiring managers in the use of the NEOGOV system.
- Serves on interview panels when appropriate.
- Prepares selection plan appointment packets on all positions per selection guidelines.
- Reviews bargaining unit agreements to determine appropriate selection procedures and ensure all selections are in compliance with contract language.
- Provides new employee orientation.

### Duty 3

#### General Summary:

Percentage: 10

Other duties as assigned and special projects.

#### Individual tasks related to the duty:

- Tracking and monitoring performance evaluations to ensure timely completion of probationary and annual performance reviews. This includes entering, updating, and certifying probationary performance evaluation dates within NEOGOV PE with new hires and/or job changes, providing technical assistance and guidance/training to managers and employees regarding NEOGOV PE on how to access the evals, applications, and certification of the evaluation.
- Manage monitoring HRMN broadcast reports relative to performance plans and performance ratings, and contacting supervisors as necessary to ensure compliance with MCSC rules and regulations regarding performance management timelines.
- Create and/or run various reports in NEOGOV, HRMN, Business Objects, etc.
- Participate and development of training for DOC employees as needed.
- Serve on MDOC committees as needed.
- Additional duties and projects as assigned.

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

Position follows established agency policies and procedures, HRMN and payroll established guidelines, Civil Service Commission rules and regulations. The position makes independent decisions related to the processing of transactions for assigned work areas and reviewing/approving timesheets for assigned work areas. In the absence of the HR Analyst/HRO this position is responsible for managing day-to-day HR office duties independently

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

Interpretation of Civil Service Commission rules and regulations and Collective Bargaining Agreements that are beyond the scope of authority delegated to this position. Decisions that have statewide impact on the department. Politically sensitive transactions or inquiries requiring response beyond this positions scope of practice.

### 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 60% Bending 5%  
Reaching 5%  
Carrying 5%

### 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):**

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <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?**

This position serves as the recognized resource providing technical support to the Michigan Department of Corrections Marquette Branch Prison. This position has grown in scope, complexity, and impact with an understanding of being under supervision of the Human Resources Analyst/Human Resources Officer. This position independently processes payroll and transactions, monitors reports, provides new employee orientation, maintains employee files and assists within classification/selections functions as applicable.

This position serves as the point of contact for a wide variety of inquiries from employees, managers/supervisors, and disability management staff, related to HR processes. This position manages and addresses any issues that arise with in the use of but not limited to SIGMA and Ultra Time applications & provides training to manager/supervisor/timekeeper when applicable.

**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?**

To provide personnel services to MDOC personnel. Ensure all actions are within contractual language, Civil Service rules, Department policy, etc. Provide human resources assistance and human resource related training to all employees within areas of responsibility.

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

Education level typically acquired through completion of high school.

**EXPERIENCE:****Human Resources Technician 10**

Three years of experience equivalent to a Human Resources Technician, including two years equivalent to a Human Resources Technician 8 or one year equivalent to a Human Resources Technician E9; or four years of experience equivalent to a Human Resources Assistant or Human Resources Customer Service Representative, including two years equivalent to a Human Resources Assistant 9; or three years of experience equivalent to a Human Resources Customer Service Representative E8; or one year as an Office Supervisor 9 with the PRSL subclass code in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of rules, practices and procedures used in public human resources administration.  
Knowledge of state government organization and missions.  
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.  
Knowledge of HRMN, MIDB, and/or agency-specific databases.  
Knowledge of state automated, human resource or payroll systems.  
Knowledge of interviewing techniques used to collect data.

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 meet officials of government and industry and the public to explain human resources operations.  
Ability to conduct established training sessions, workshops, conferences, seminars and programs regarding staff development and training.  
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.***

MATTHEW DERNOVSHEK

7/15/2026

\_\_\_\_\_  
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