

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

Position Code

1. HUMRTCHEA74N

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) Human Resources Technician	11. Section Marquette Branch Prison
6. Name and Position Code Description of Direct Supervisor BOND, CRYSTAL; STATE ADMINISTRATIVE MANAGER-1	12. Unit Office of Human Resources
7. Name and Position Code Description of Second Level Supervisor DEAN, PAUL; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 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

In a learning capacity, this position provides technical Human Resources support services to the employees at Marquette Branch Prison. Under supervision of the Human Resources Officer this position processes payroll and transactions, monitors reports, assists with selection processes, provides new employee orientation, maintains employee files and works with disability management staff.

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: 55

In a learning capacity, responsible for personnel maintenance of all employees at the facility. Solely responsible for processing payroll and transactions for same.

Individual tasks related to the duty:

- Maintains confidential personnel, medical and discipline files.
- Enters, retrieves, and approves information using the SIGMA, Ultra Time and HRMN systems.
- Process HRMN transactions 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.
- Monitor HRMN mailbox and process updates.
- Monitor and maintain contractual employee expiration dates.
- Runs HRMN transactions reports.
- Review, modify and certify time and attendance in SIGMA for employees, ensuring compliance with contractual requirements, applicable laws, Civil Service Rules and Regulations and commission policy.
- Trains timekeepers in the use of the SIGMA and Ultra Time systems and in proper interpretation of contractual language.
- Process time and attendance adjustments in SIGMA, ensuring appropriate approvals and documentation are obtained.
- Serves as a agency liaison for investigating and resolving personnel/payroll questions/problems as they relate to contractual requirements, commission policies and Civil Service Rules and Regulations to determine most appropriate course of action.
- Audit gross pay adjustments in HRMN for working-out-of-class assignments and other necessary pay adjustments.
- Generates reports in Business Objects and utilizes OMNI database as needed.
- 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.
- 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

In a learning capacity, works with the Human Resources Officer to ensure that selection procedures are followed. Reviews candidate credentials for new hires, transfers, promotions, recalls, reinstatements, etc.

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: 15

Performs special projects as assigned.

Individual tasks related to the duty:

- Uses calendar and other available communication mechanisms to track progress on tasks and projects.
- Reviews errors and enters corrections for audits and grievances.
- Other duties assigned by management.
- Coordinates and participates in recruitment activity including individual and new employee orientation and job fairs when appropriate.

Duty 4

General Summary:

Percentage: 10

Works with the Corrections Central Office Human Resources on disability management functions.

Individual tasks related to the duty:

- Ensures initial and follow up contact is made by human resources staff to employees absent from work on extended leave.
- Works with Central Office Technical/Disability Unit to ensure employees are afforded rights under FMLA, accommodations, return to work, light duty, and worker's compensation issues and coordinates processing of same.
- Monitors long term employee absences ensuring worker's compensation, long term disability, FMLA and contractual entitlements are afforded to employees.
- Communicates with various departments and outside sources in resolving employee disability management issues (i.e. Department's disability management coordinator, worker's compensation specialists, rehabilitation consultants, etc.).
- Assists the Human Resources Officer in coordinating the Transitional Employment Program and preparing reports as required.

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

Reviews potential appointments including promotions, transfers, hires, grievance settlements, etc. to ensure compliance with Civil Service, Department and Bargaining Unit rules and contracts. Should fault be found in the process, has the responsibility to raise the issue with the Human Resource Officer.

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

Decisions that would be made independently at the advanced level. Interpretation of complex, unfamiliar, or unclear contract language, Civil Service rules, or department policies, procedures, rules, guidelines, etc.

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):

- | | |
|---|--|
| ☐ 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?

The position functions as a human resource technician providing services to MDOC personnel. Train, guide and interpret contractual language and Civil Service rules and regulations for all areas of responsibility. Operate applicable computer programs, including, HRMN, SIGMA, OMNI, Ultra Time and Business Objects to complete timekeeping and personnel transactions.

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

Downward reclassify for recruitment and training purposes.

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 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; or one year of administrative support experience equivalent to the 7-level 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.

Alternate Education and Experience:

Human Resources Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Human Resources Technician 8

Possession of a bachelor's degree may be substituted for the experience requirement.

Human Resources Technician E9

Possession of a bachelor's degree and one year of human resources related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to interpret Civil Service Rules and Regulations and contractual language. Select and compile data for correspondence and reports; apply standards and guidelines to individual situations to identify acceptable solutions. Meet officials of government and the public to explain personnel operations. Conduct established training sessions regarding various Human Resources related duties. Communicate effectively, maintain favorable public relations, assume responsibility, work independently and 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

