

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

Position Code

1.

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-A	10. Division QUALITY OF LIFE
5. Working Title (What the agency calls the position) HUMAN RESOURCES TECHNICIAN	11. Section HUMAN RESOURCES
6. Name and Position Code Description of Direct Supervisor VACANT, HUMAN RESOURCES MANAGER	12. Unit PAYROLL
7. Name and Position Code Description of Second Level Supervisor CONKLIN, SELENA; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W ALLEGAN ST; LANSING, MI 48915 / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position serves as a senior worker performing a variety of advanced level human resources support activities in support of the Quality of Life Agencies and Quality of Life Human Resources for assigned bureaus/offices/regions. Duties include but are not limited to acting as a recognized resource for the NEOGOV PE Program for DNR and EGLE. Also, assists with MDARD's performance evaluation program. Develops and delivers training to QOL employees on NEOGOV PE and other human resources subject areas. Substantial follow-up and problem-solving duties are routine. Additionally, the incumbent will perform a broad range of personnel and payroll transactions, entering transactions in HRMN and performing necessary calculations and approval of employee timesheets in SIGMA, processing adjustments/modifications in HRMN and SIGMA, as necessary, to ensure that timesheets submitted conforms to applicable laws, Civil Service rules and regulations and bargaining unit contract provisions. This position also responds to employee inquiries regarding Civil Service Commission rules and regulations, payroll processing functions, and other HR related issues.

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: 45

Serves as the recognized resource coordinating NEOGOV PE program for DNR and EGLE as well as assists with MDARD's performance evaluations. Develops and delivers in person training and video training; develops and maintains comprehensive reports for EGLE.

Individual tasks related to the duty:

- Primary QOL-HR contact and technical expert for NEOGOV PE Program for DNR and EGLE.
- Process employee probationary actions in HRMN for MDARD
- Develops and modifies procedures and provides interpretation to supervisors and employees.
- Develops training procedures and provides training to all DNR and EGLE supervisors for NEOGOV PE on a continuous basis.
- Audits PE reports to ensure timely completion of reviews.
- Liaison between QOL HR and Civil Service Commission PE team.
- Troubleshoot PE system problems.
- Process Head Count Reports for EGLE.

Duty 2

General Summary:

Percentage: 30

Interpret Civil Service Rules and Regulations, collective bargaining agreement contracts, and DNR, EGLE and MDARD policies in order to process transaction related actions in the Human Resource Management Network (HRMN) system. Researching Civil Service Rules and Regulations, department policies and union contracts in order to answer questions related to transaction entry, compensation, time accrual and reporting, . Ability to independently troubleshoot by identifying issues/concerns, investigate and offer solutions

Individual tasks related to the duty:

- Regularly handle transaction duties including, but not limited to new hires, promotions, demotions, transfers, personal and miscellaneous information changes, separations, layoffs, process level changes.
- Maintain all employee time accrual plans and ensure all are in accordance with Civil Service Rules and Regulations and any applicable bargaining unit agreement(s).
- Ensure all necessary documentation supporting all actions is obtained prior to entry into HRMN system, to ensure compliance with Civil Service Rules and Regulations and any applicable bargaining unit agreement(s).
- Monitor jury duty hours to ensure employee reimbursement is processed; adjust hours to reflect annual leave, if necessary, and advise managers and employees on all policies, Rules and Regulations associated with Jury Duty, reimbursement and time used.
- Monitor expiration report for dates of limited-term and laid-off employees.
- Investigate and resolve personnel/payroll questions as they relate to departmental rules and policies and Civil Service rules and regulations.

Duty 3

General Summary:

Percentage: 20

Audit and release SIGMA payroll and perform all other payroll related activities. Interpret Civil Service Rules and Regulations, collective bargaining agreement contracts, and DNR, EGLE and MDARD policies in order to process all payroll. Answering questions related to compensation, time accrual and reporting, Civil Service Rules and Regulations, department policies and union contracts. Ability to independently troubleshoot by identifying issues/concerns, investigate and offer solutions.

Individual tasks related to the duty:

- Provide information to employees regarding payroll matters.
- Troubleshoot and analyze audit issues and performs corrections and adjustments in HRMN and SIGMA.
- Audit entries in SIGMA making sure comments are entered when necessary and total hours entered for employees are correct.
- Release payroll.
- Approve corrections made in SIGMA by employees and supervisors.
- Review and enter requests for adjustments.

- Follow up with Liaisons, managers and employees regarding discrepancies.
- Enter complex transactions/corrections required by OFM or Central Payroll.
- Ensure all necessary documentation supporting all actions is obtained prior to entry into HRMN system, to ensure compliance with Civil Service Rules and Regulations and any applicable bargaining unit agreement(s).

Duty 4

General Summary:

Percentage: 5

Works with other HR staff to develop and update HR policies and procedures for QOL agencies. Other HR Duties as needed/assigned.

Individual tasks related to the duty:

- Assist in development of consistent policies for QOL agencies.
- Create and update reports as needed.
- Verify Access and Approve UDOCs in SIGMA.
- Assist with maintaining and updating State Worker Manual, Booklet, 400 hours list, etc

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

Independently determines work priorities and practices. Decisions made have financial impact on employees. Interprets Civil Service Rules and Regulations and union contracts as they pertain to employees and actions processed.

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

Seeks supervisor review or approval when action or decision is precedent setting or could have a negative financial impact on the Department.

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.

Sitting and using computer for long periods of time. Some stooping and bending.

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?

Serves as the recognized resource QOL-HR contact and technical expert for the NEOGOV PE Program for DNR and EGLE. Also, assists with MDARD's performance evaluation program. Develops and delivers training to QOL employees on SIGMA, PE and other human resources subject areas. Performs complex and standard transactions in HRMN/ISO and SIGMA for QOL agencies.

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 Payroll/Transactions Unit is responsible for entering transactions and processing payroll for over 3,500 employees in the QOL Agencies.

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

EDUCATION:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

This position requires an individual with a high regard for confidential information, who is highly motivated, organized, flexible, able to communicate effectively both verbally and in writing. Good interpersonal and computer skills are required and the ability to be objective when dealing with issues and 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.

SALLY VAN VYVE

3/19/2021

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