

## 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> CIVIL SERVICE COMMISSION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Human Resource Operations
<b>4. Civil Service Position Code Description</b> Human Resources Specialist-2	<b>10. Division</b> Michigan Department of Treasury
<b>5. Working Title (What the agency calls the position)</b> Classification and Selections Specialist	<b>11. Section</b> Office of Human Resources
<b>6. Name and Position Code Description of Direct Supervisor</b> SOMES, BONNIE F; STATE ADMINISTRATIVE MANAGER	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BENNETT, PAMELA M; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 430 W. Allegan, Lansing MI 48922 / Monday - Friday, 40 hours/week
<b>14. General Summary of Function/Purpose of Position</b>  Position serves as a staff specialist overseeing classification and selections activities within the Michigan Department of Treasury for designated business areas. Responsible for reviewing, approving, denying, and modifying classification requests, proposed organization changes, and related classification activities. The position provides expertise, guidance and counsel on selection matters and coordinates processes to ensure that appointments are valid and made in accordance with rules, regulations and bargaining unit provisions. Responsible for reviewing and approving selection recommendations for compliance with Civil Service Rules and Regulations.	

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**

Serve as the departmental staff specialist responsible for reviewing, modifying, developing/establishing and implementing departmental classification processes and procedures for designated business areas.

**Individual tasks related to the duty:**

- Consult with human resources liaisons, managers, supervisors, and employees to provide guidance on work methods regarding the classification process.
- Interpret Civil Service and departmental rules and regulations for individuals and employee organizations as they relate to classification issues.
- Develop and/or review position descriptions for proper classification of positions.
- Review proposed reorganizational structures and advise management on organizational alternatives.
- Assist work units in identifying classification alternatives to meet their operational needs.
- Advise work areas in identification and application of subclass codes and selective positions requirements for positions.
- Advise department bureaus/divisions on issues regarding class concepts, i.e. program specialist, senior worker, and position description content.
- Respond to inquiries regarding classification specifications and position descriptions
- Advise management of classification requirements and preparation of classification materials; process establishments and reclassification actions utilizing the Position Action Request Information System (PARIS).
- Analyze and present recommendations to the Treasury Classification and Selection Team for establishments and reclassifications; participate in the evaluation and development of specialist and managerial recommendations for Civil Service review.
- Review, modify, recommend and process the establishment and/or reclassification of positions within the department.
- Monitor and determine appropriate reporting relationships and complete recoding requests as necessary.
- Advise work units on the development of organization charts.
- Represent Treasury Human Resources at meetings regarding classification issues; meet with department managers and supervisors to discuss proposed classification processes. Advise department bureaus/division in the development of classification specifications. Respond to Civil Service on modifications for classification specifications
- Review past policies and procedures and develop, establish, implement, and document new procedures or policies for the classification process when there are changes to Civil Service rules and regulations, federal and state laws, court cases or arbitration decisions and/or implementation of new technology and/or software programs.

- Liaison to Civil Service to facilitate the processing of transactions and promote, reconcile and interpret Treasury classification issues.
- Conduct research on classification processes utilized in the department to determine if appropriate; identify trends and patterns; research, analyze, and make recommendations to current industry best practices.
- Develop and conduct training sessions relating to classification issues.
- Advise and counsel other Office of Human Resources staff on classification issues.
- Coordinate and assist Civil Service with position reviews and desk audits.

## Duty 2

### General Summary:

Percentage: 45

Perform recruitment, selection and appointment activities as requested by the Department of Treasury.

### Individual tasks related to the duty:

- Provide guidance to managers regarding development of selection processes including screening criteria, selection criteria, interview questions, reference questions, and scoring mechanisms utilizing the NEOGOV vacancy posting system.
- Advise/meet with managers and supervisors regarding selection rules and processes.
- Provide consultation to human resource liaisons, managers, supervisors, and employees on work methods regarding the selection process; interpret Civil Service and departmental rules and regulations; advise work units on appropriate applications of Treasury, Civil Service and bargaining unit requirements.
- Assist work units with requirements for working out of class assignments and limited term appointments.
- Forward requests for working out of class assignments with recommendation for approval/denial to Human Resources Director.
- Review and approve appropriate documents to be used for posting and filling vacancies using the NEOGOV vacancy posting system. Approve interview questions and selection criteria for vacant positions before the interview process begins.
- Develop postings and manage the NEOGOV electronic selections process for assigned work areas.
- Serve as a resource to Human Resources staff, Human Resources Liaisons and hiring managers on the functionality and use of NEOGOV.
- Ensure that appropriate recall lists are run and that applicable Civil Service selection and appointment rules and labor contract provisions are adhered to in hires, reassignments, promotions and demotions.
- Perform credential reviews or refer reviews to Civil Service as appropriate.
- Ensure Civil Service selective position requirements are met.
- Facilitate and/or be a member of interview panels.
- Develop pay quotes; review and recommend approval/denial of requests for above minimum salary or special merit increases.

- Review and approve appointment requests to ensure that appointments are in compliance with Civil Service rules and regulations as well as contractual obligations.
- Ensure department is in compliance with Civil Service Rule 2-7 (pre-employment drug testing) and bargaining unit contract provisions.
- Perform necessary actions in the Human Resources Management Network (HRMN) system for the hiring process.
- Appoint Group 4 and SES employees to positions in PARIS Performance Pay system.
- Respond to employment inquiries.
- Respond to concerns raised by employees, managers, union representatives and auditors regarding the selection process.
- Respond to general questions from managers and liaisons on hiring processes, requirements for probationary periods, contractual obligations, etc.
- Consult with Civil Service to facilitate the processing of transactions and promote, reconcile and interpret Treasury selection issues.
- Serve as a resource regarding benefits of employment and opportunities for advancement.
- Develop and deliver training sessions related to selections and NEOGOV.
- Update internal Treasury organization charts for posting on the Treasury Intranet.
- Enter and track all selection processes in Content Manager. Utilize workflow functions to assign appointments to transactions staff.

**Duty 3**

**General Summary:**

**Percentage: 5**

Provide management and employees with expertise regarding various Human Resources issues.

**Individual tasks related to the duty:**

- Work with managers to ensure that all requests comply with contractual provisions, Civil Service and departmental procedures.
- Maintain up-to-date knowledge of Human Resources services policies, procedures and employee benefits. Provide explanation and information to managers and employees.
- Advise management/employees in matters relating to compensation issues, special salaries, promotions, demotions, transfers, reassignments and separation.
- Respond to telephone and written employment inquiries.

**Duty 4**

**General Summary:**

**Percentage: 5**

Training and other special projects as assigned by manager.

**Individual tasks related to the duty:**

- Update Human Resources policies as assigned.
- Develop and provide training on necessary Human Resources related matters as needed.
- Actively participate in diversity and inclusion initiatives.
- Provide recommendations for process and system improvements and policy changes per Human Resources' goal of continuous improvement.
- Serve on special committees as assigned.
- Develop Business Objects, Business Intelligence, or other reports relative to the work.
- Assist with timesheet review in the Statewide Integrated Government Management Applications (SIGMA) system when necessary.
- Assist in recruitment efforts by attending job fairs and career fairs.
- Other special projects and duties as assigned.

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

Exercises discretion to interpret guidelines and apply them to a variety of circumstances relating to selection, appointment and classification activities. Agency employees and managers are affected by the decisions.

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

When actions or proposed solutions to problems are beyond the authority delegated to this position. When policies and procedures are not clearly defined.

**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.**

Ability to bend, stoop, and be able to sit for long periods of time. The work is primarily in a standard office environment. Some travel may be required to attend meetings, perform training, or conduct desk audits.

**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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.  |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> 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 functions as a specialist in the department for classification and selection issues for designated business areas. Responsible for reviewing, approving, and modifying classification transactions, proposed organization changes, and related classification activities. Responsible for recruiting, reviewing and approving selection recommendations for compliance with the department.

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

New Position

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

The Office of Human Resources is responsible for providing a wide range of personnel services to all managers, supervisors and employees of the Department of Treasury. This includes classifications, selections, employee relations and compensation. This position functions as a specialist responsible for classification and selection processes for their designated business areas.

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.

**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 Civil Service Rules and Regulations in the areas of classifications, selections, and compensation. Knowledge of state and federal laws, rules and regulations relating to various areas of human resource functions. Ability to read and accurately interpret Civil Service rules and regulations and various collective bargaining agreements. Ability to learn and administer a broad variety of human resource related programs. Good communication skills. Ability to adapt to a changing work environment and varying policies, procedures and practices.

**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

9/19/2018

\_\_\_\_\_  
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