

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**HUMAN RESOURCES MANAGER**

**JOB DESCRIPTION**

Employees in this job function, as professional human resource managers, direct the work of professional staff. The employee, under general or administrative supervision, works within general methods, procedures, and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of the policies, procedures, and regulations of personnel management and human resources development programs, and supervisory techniques, personnel policies, and procedures.

There are five classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Human Resources Manager-1**

Human Resources Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

**Position Code Title – Human Resources Manager-2**

Human Resources Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Human Resources Manager-3**

Human Resources Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

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### Position Code Title – Human Resources Manager-4

#### Human Resources Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work.

### Position Code Title – Human Resources Manager-5

#### Human Resources Manager 16

The employee functions as a second-line professional manager of professional positions in a complex work area receiving executive direction.

### JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Completes necessary performance assessments of subordinate staff.

Supervises and participates in such activities as the classification of positions, preparation of class specifications, job analyses, preparation of examinations, evaluation of applicants, research, test validation, compensation studies, labor relations, recruitment, and manpower forecasting.

Directs the development or selection of training materials such as training handbooks, demonstration models, multimedia visual aids, reference works, etc.

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Directs staff in the processing of personnel transactions, time keeping, payrolls, personnel record-keeping, insurance, longevity, retirement, and disability management.

Directs staff in overall personnel administration, including appointments, promotions, transfers, demotions, suspensions, layoffs, and dismissals.

Applies the laws, regulations, and principles of equal employment opportunity to personnel situations.

Directs staff in counseling management and employees on grievances and other complaints originating from individual work situations or work environments.

Determines whether training programs meet acceptable standards as set by law, federal guidelines, etc.

Develops assessment techniques and evaluates staff development and training programs, methods, and materials; makes or recommends improvements.

Supervises and conducts special studies and analyses of personnel programs and policies, develops information systems to aid in department management decisions.

Establishes procedures and recommends changes in policy.

Tests trainees to measure their learning progress and to evaluate the effectiveness of training presentations.

Develops programs for or instructs department supervisory personnel or others on the techniques of training.

Conducts training sessions, workshops, conferences, and seminars on a specific area.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 12 level, thorough knowledge is required at the 13-15 levels, and extensive knowledge is required at the 16 level.

Knowledge of the principles and practices of public personnel administration, including such functions as classification, compensation, service ratings, placement and training, and employee relations.

Knowledge of the principles and techniques of employee development and training.

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Knowledge of Michigan Civil Service Rules, regulations, procedures, and forms related to personnel transactions and the merit system.

Knowledge of planning and evaluating training programs.

Knowledge of employee practices and related laws, rules and standards, including equal employment opportunity policies and procedures, civil rights, and other related laws and practices.

Knowledge of employee rights, benefits, and obligations.

Knowledge of the types of training and instructional materials and their uses.

Knowledge of the methods of conducting training sessions.

Knowledge of grievance procedures and appeal procedures.

Knowledge of the theories of learning and motivation.

Knowledge of labor relations, grievance and appeals procedures.

Knowledge of the State Constitution, agency rules, and administrative practices relating to the merit system.

Knowledge of state government organization and functions.

Knowledge of the various occupations in state government.

Knowledge of the functions of a public personnel agency.

Knowledge of the techniques of interviewing.

Knowledge of supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity practices.

Ability to instruct, direct, and evaluate employees.

Ability to supervise technical work involving reviews and evaluation, program development, and program planning and implementation.

Ability to plan, develop, and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development and training.

Ability to analyze and appraise facts and precedents in making management decisions.

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Ability to prepare and/or select training materials.

Ability to develop procedures and methods.

Ability to interpret and apply laws, rules, and regulations.

Ability to organize, evaluate, and present information effectively, both verbally and in writing.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require travel.

Some jobs are located in hospitals, juvenile detention centers, mental health facilities, or prison facilities.

Some jobs function in adversarial situations.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Human Resources Manager 12**

Three years of professional experience providing personnel management or human resources development services in classification, compensation, labor relations, staff development and training, or other areas of professional human resources management, including one year equivalent to a Personnel Management Analyst P11 or Human Resources Developer P11.

#### **Human Resources Manager 13-15**

Four years of professional experience providing personnel management or human resources development services in classification, compensation, labor relations, staff development and training, or other areas of professional human resources management, including two years equivalent to a Personnel Management Analyst P11 or Human Resources Developer P11, or one year equivalent to a Personnel Management Analyst 12 or Human Resources Developer 12.

#### **Human Resources Manager 16**

Seven years of professional experience providing personnel management or human resources development services in classification, compensation, labor relations, staff development and training, or other areas of professional human resources

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management, including three years equivalent to a 13-level business and administrative specialist or manager, two years equivalent to a 14-level business and administrative specialist or manager, or one year equivalent to a 15-level business and administrative specialist or manager in the above work areas.

**Special Requirements, Licenses, and Certifications**

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
HUMRESMGR

**Job Code Description**  
Human Resources Manager

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Human Resources Manager-1	HUMRMGR1	NERE-180
Human Resources Manager-2	HUMRMGR2	NERE-182
Human Resources Manager-3	HUMRMGR3	NERE-186
Human Resources Manager-4	HUMRMGR4	NERE-188
Human Resources Manager-5	HUMRMGR5	NERE-189

ECP Group 3  
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TeamLeaders