

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PERSONNEL MANAGEMENT ASSISTANT

JOB DESCRIPTION

Employees in this job perform a variety of personnel management support activities. The work involves application of Civil Service Commission Rules and regulations, contractual, and departmental personnel policies, agreements, and procedures for processing personnel transactions; the explanation and interpretation of rules, policies and procedures; and using automated, human resource, computer payroll and personnel systems to complete the work.

There are three classifications in this job.

Position Code Title – Personnel Management Assistant-E

Personnel Management Assistant 7

This is the intermediate level. The employee, in a developing capacity, performs a range of personnel support assignments while learning the methods, policies, and procedures necessary to perform the work. Work is performed under close supervision.

Personnel Management Assistant E8

This is the experienced level. The employee performs a full range of personnel support assignments using judgment to interpret and apply guidelines and make decisions.

Position Code Title – Personnel Management Assistant-A

Personnel Management Assistant 9

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

Inputs, updates, and/or retrieves information from various state, automated, human resource or payroll systems.

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Calculates gross pay adjustments and net pay adjustments, enters pay adjustments in the computer systems; completes forms to notify employees of changes.

Processes human resource transactions such as establishments, freezes, reestablishments, reclassifications, recordings, and extensions; reviews information for accuracy and completeness; requests clarifications, corrections, authorizations or additional information.

Completes, reviews, records, and/or verifies time and attendance and other forms; compares human resource information to computer records; and monitors human resource transactions (such as, workers' disability compensation, unemployment compensation, and service ratings).

Requests and clears applicant lists and sends interview request letters to prospective employees.

Coordinates and schedules drug testing for hires and current employees.

Conducts new employee orientation on internal personnel policies, such as work schedules, parking availability, and general departmental expectations (employee handbook, etc.).

Explains insurance coverage and other benefits to employees; completes and processes forms to enroll employees in benefits programs; distributes, collects, and processes tax deduction forms.

Audits information in the state, automated, human resource systems concerning such transactions as appointments, reclassifications, special pay actions, working out of class, employment histories, and employee benefits.

Processes applications for examination; schedules and notifies applicants of examination date, time and place.

Assists in processing scores for examinations; receives, processes, and/or issues examination results.

Reviews certification of eligibles for appropriateness of actions and issues certifications against improper appointments.

Explains Civil Service rules, regulations, union contracts, and agency procedures to employees, management and the public.

Provides information to answer questions from employees and managers regarding personnel transactions.

Maintains personnel records; searches files to verify employment and salary records.

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Establishes, maintains, and updates departmental databases and provides personnel reports.

Determines, develops, selects, compiles, and prints data or resource material for reports or correspondence and follows through, as required.

Performs typing duties incidental to the work such as typing cards, labels, folders, envelopes, forms, and short memoranda and reports.

Performs related work as assigned.

Additional Job Duties

Personnel Management Assistant 9 (Senior Worker)

Regularly processes the most complex and difficult assignments.

Serves as a generalist processing all three primary areas of personnel management assistant work, time and attendance, transactions, and maintaining layoff/recall names.

Personnel Management Assistant 9 (Lead Worker)

Explains work instructions to others, adapting guidelines to the assignments as necessary.

Coordinates the work of the unit by determining priorities, scheduling and assigning work, and overseeing the completion of the work.

Resolves problems and answers questions for others.

Assures that the work meets quality and production standards by reviewing the work of others for accuracy and proper completion and monitoring output.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of departmental personnel policies, procedures, and practices.

Knowledge of general office practices.

Knowledge of correct English usage, spelling and punctuation.

Knowledge of HRMN, MIDB, and/or department specific databases to produce personnel reports.

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Knowledge of personnel activities involving various personnel actions.

Knowledge of the state, automated, human resource and payroll systems.

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.

Ability to interpret instructions and guidelines for job performance.

Ability to add, subtract, multiply, and divide arithmetical figures.

Ability to calculate fractions, decimals and percentages.

Ability to select and compile data for correspondence or reports.

Ability to perform typing service as required for the work.

Ability to make decisions and take necessary actions.

Ability to explain instructions and guidelines to others.

Ability to communicate effectively.

Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.

Additional Knowledge, Skills, and Abilities

Personnel Management Assistant 9 (Senior Worker)

Ability to perform the most complex personnel management assistant assignments.

Personnel Management Assistant 9 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

Working Conditions

Positions are located in an agency human resources office, institution (including a correctional, mental health, or hospital facility, or social services agency), or the Civil Service Commission.

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Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Personnel Management Assistant 7

Two years of administrative support experience, including one year equivalent to the intermediate (6) level in state service.

Personnel Management Assistant E8

Three years of administrative support experience, including one year equivalent to a Personnel Management Assistant 7.

Personnel Management Assistant 9

Four years of administrative support experience, including one year equivalent to a Personnel Management Assistant E8.

Special Requirements, Licenses, and Certifications

None.

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

PERMGAST

Job Code Description

Personnel Management Assistant

Position Title

Personnel Management Assistant-E
Personnel Management Assistant-E
Personnel Management Assistant-A
Personnel Management Assistant-A

Position Code

PRMGASTE
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Pay Schedule

W41-006
NERE-002
W41-011
NERE-042