

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

HUMAN RESOURCES TECHNICIAN

JOB DESCRIPTION

Employees in this job participate in a variety of activities designed to provide specialized human resources technician assignments (facets of professional work) such as providing limited technical guidance to employees and/or supervisors regarding classification, selection, and labor relations issues; performing organizational development work; participating in career days and recruiting activities; and organizing and participating in training programs. Employees in this job work under the direction of the Civil Service Commission or other designated human resources office located in a state agency.

There are four classifications in this job.

Position Code Title - Human Resources Technician-E

Human Resources Technician 7

This is the entry level. The employee works in a learning capacity performing a range of human resources technician assignments under close supervision.

Human Resources Technician 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of human resources technician assignments.

Human Resources Technician E9

This is the experienced level. The employee performs a full range of human resources technician assignments and uses independent judgment in making decisions requiring application of guidelines to specific situations.

Position Code Title - Human Resources Technician-A

Human Resources Technician 10

This is the advanced level. The employee functions as a senior worker performing the most complex assignments. Senior-level employees 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.

Serves as an officially designated appointing authority representative for a state agency.

Provides technical guidance and recommendations to employees, supervisors and appointing authorities regarding organizations, staffing, appropriate duties and responsibilities for positions, reclassifications, and establishments.

Reviews individual requests for reclassification to determine if eligibility requirements are satisfied.

Identifies potential problem areas related to appointments or application evaluation and recommends solutions.

Coordinates and participates in recruitment activities such as planning career days at educational institutions; identifying applicants' education and interests and making referrals; and arranging for testing, interviewing and placement when appropriate.

Drafts vacancy postings, assesses applicants' eligibility, and/or participates in selection interviews.

Uses the Human Resource Management Network (HRMN), the Michigan Information Database (MIDB) Business Objects, and/or agency-specific databases.

Represents the agency in the more routine technical complaints and/or serves as a technical complaint contact person.

Meets with employees and/or supervisors regarding employee relations problems, work performance problems or grievances.

Identifies, designs and evaluates training programs as they relate to specialized human resources activities.

Organizes and conducts established training programs for staff development and training.

Compiles and reviews data; constructs charts and graphs; prepares written summary or conclusion.

Prepares reports on appointments and other special projects.

Interprets Michigan Civil Service Commission rules, regulations and procedures, and union contracts to state employees and the public.

Performs related work as assigned.

Additional Job Duties

Human Resources Technician 10 (Senior Worker)

Performs the most complex human resources technician assignments on a regular basis.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, 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 rules, practices and procedures used in public human resources administration.

Knowledge of state government organization and missions.

Knowledge of the functions assigned to various occupations in state government.

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.

Knowledge of HRMN, MIDB, and/or agency-specific databases.

Knowledge of state automated, human resource or payroll systems.

Knowledge of interviewing techniques used to collect data.

Ability to select and compile data for correspondence and reports.

Ability to apply standards and guidelines to individual situations to identify acceptable and/or problem circumstances.

Ability to meet officials of government and industry and the public to explain human resources operations.

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

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to assume responsibility and work independently.

Ability to follow complex instructions.

Working Conditions

Some jobs are located in a correctional, mental health, or hospital facility.

Physical Requirements

None

Education

Education 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.

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.

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.

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.

Special Requirements, Licenses, and Certifications

Certain positions may require a criminal history background check.

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

Job Code Description

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HUMAN RESOURCES TECHNICIAN

Position Title

Position Code

Pay Schedule

Human Resources Technician-A

HUMRTCHA

NERE-034

Human Resources Technician-E

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NERE-044