

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

Position Code 1. DPTLTCHED99N

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Office of Business Development
5. Working Title (What the agency calls the position) On-the-Job (OJT) Program Technician	11. Section Business & Workforce Diversity - Lansing
6. Name and Position Code Description of Direct Supervisor SUNDBERG, NICHOLAS L; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor SUNDBERG, NICHOLAS L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 West Ottawa, Lansing / 7:30 a.m. to 4:30 p.m., Monday through Friday
14. General Summary of Function/Purpose of Position This position functions as a technician responsible for the On-the-Job (OJT) Program – a federally mandated statewide program. Position is the first point of contact for prime contractors, subcontractors, and unions concerning the OJT Program; ensures federal regulations are being followed by the prime contractors and subcontractors; and supports all OJT related committees and meetings, including taking notes and sending minutes after each meeting. Provides coordination of the Gaining Prospective in Success (GPS) outreach program.	

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: 30

Responsible for coordinating, reviewing, and reporting the progress of the statewide OJT Program, on behalf of the section manager.

Individual tasks related to the duty:

- Determine the three-year average earning of Michigan Department of Transportation (MDOT) prime and subcontractors in order to assign OJT slot allocations.
- Correspond with contractor's OJT representative assigning federal required OJT slot allocations on behalf of the section manager.
- Research, review and analyze contractor proposed OJT trainees and yearly contractor training plans ensuring program qualifications are met.
- Compile, review, and analyze monthly reports and training logs to determine OJT's progress and update OJT database.
- Daily contact with contractors by answering questions regarding OJT rules, regulations, and procedures.
- Determine problem areas and alert management so appropriate action can be taken when contractors are in non-compliance.
- Write letters informing contractor(s) if they are in non-compliance and monitors required corrective action.
- Prepare the annual Federal Highway Administration (FHWA) OJT report as required by the OJT Program federal regulations.
- Review, summarize and present new programs for training when a non-standard training program is proposed.

Duty 2

General Summary:

Percentage: 30

Assist in the implementation of MDOT's OJT Program. Research and develop reports for MDOT and FHWA, as needed. Support all OJT related committees and meetings.

Individual tasks related to the duty:

- Take notes at meetings and receive management approval to send to attendees within two weeks of all meetings.
- Assist in the designing of the certificates of completion for trainees and contractor partnering plaques.
- Make recommendations for program improvements.
- Assist the manager with the annual update of the OJT handbook.
- Provide requested OJT program information to Office of Business Development (OBD) staff for inclusion in Equal Opportunity Contractor Compliance Reviews.
- Review and analyze waiver requests and compile program data to present findings to section manager for review.
- Represent section manager at meetings pertaining to the OJT Program, if necessary.

Duty 3

General Summary:

Percentage: 20

Conduct OJT Program trainee and contractor interviews. Provide coordination of the GPS outreach program.

Individual tasks related to the duty:

- Identify and address individual needs by conducting direct interviews with OJTs to provide them with specific sources of assistance.
- Collect and maintain accurate interview reports for departmental program use.
- Identify and bring to management OJT concerns and complaints.
- Coordinate with schools for transportation to and from OJT sponsored events.
- School outreach and present on GPS Program.
- Tracking GPS participating schools and students.

Duty 4

General Summary:

Percentage: 20

Work with Department of Technology, Management and Budget (DTMB) and section manager to develop and maintain OJT Program database.

Individual tasks related to the duty:

- Coordinate with section manager to compile and monitor statistical data and formulate reports regarding the OJT Program.
- Evaluate information to determine fields to be included for tracking in database to ensure compliance with OJT procedures and federal regulations.
- Create queries, reports, enter statistical information and run reports, as directed by section manager.

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

Decisions regarding the federal OJT regulations and MDOT OJT Program rules, regulations, and procedures on behalf of the section manager. These decisions involve interpretation, consultation, review, implementation and assured compliance with the above in association and coordination with contractors, OJTs and unions. Identify, recommend, and implement improvements with the Reports and Analysis Section.

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

Where there are conflicting priorities. When program rules, regulations, guidelines, and procedures are ambiguous or silent regarding the specific issue or question. Matters which transcend the authority of the position.

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.

Must be able to remain in a stationary position during shift. Position requires extensive use of a computer. Ability to travel to meetings and seminars. Position may require availability outside of normal working hours based on operational needs.

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. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> 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 technician responsible for the On-the-Job (OJT) Program – a federally mandated statewide program. Position is the first point of contact for prime contractors, subcontractors, and unions concerning the OJT Program; ensures federal regulations are being followed by the prime contractors and subcontractors; and supports all OJT related committees and meetings, including taking notes and sending minutes after each meeting. Provides coordination of the Gaining Prospective in Success (GPS) outreach program.

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?

MDOT's Office of Business Development (OBD) is dedicated to increasing the participation of small business and disadvantaged business enterprise (DBE) firms in both federal and state contracting and procurement. OBD's primary goal is to ensure that firms owned and operated by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient. OBD is charged with the implementation of the federally mandated Disadvantage Business Program and Supportive Services, Small Business Program, On the Job Training Program, External Equal Opportunity Contract Compliance, Title VI and External ADA Compliance. This position functions as the OJT Program Assistant Coordinator.

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:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

OR

One year of experience performing administrative support activities equivalent to the 8-level in state service.

Departmental Technician E9

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of primary functions of the department, as well as a basic knowledge of databases.

Knowledge of and ability to interpret state and federal regulations.

Excellent communication skills, both verbally and written.

Good writing skills and good organization.

Excellent interpersonal skills.

Excellent in exercising independent judgment and taking initiative.

Proficient in personal computer usage and programs.

Ability to determine work priorities.

Ability to analyze data and operations and make recommendations for change.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license

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.

JENNIFER HADDON

11/27/2024

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

