

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

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| Position Code |
| 1. DEPTALTAQ12Y |

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.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency TRANSPORTATION CENTRAL OFFICE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Office of Passenger Transportation |
| 4. Civil Service Position Code Description Departmental Analyst-A | 10. Division |
| 5. Working Title (What the agency calls the position) Procurement/Compliance Analyst | 11. Section Transportation Services Section |
| 6. Name and Position Code Description of Direct Supervisor PEARSON, ROBERT G; DEPARTMENTAL MANAGER-3 | 12. Unit Regulatory, Intercity Bus, Procurement |
| 7. Name and Position Code Description of Second Level Supervisor SHULTZ, VALERIE A; DEPARTMENTAL MANAGER-4 | 13. Work Location (City and Address)/Hours of Work 425 West Ottawa, Lansing, MI / 7:30 a.m. – 4:30 p.m. Monday-Friday |

14. General Summary of Function/Purpose of Position

This position serves as the Office of Passenger Transportation's (OPT) recognized resource for assigned transit agencies with names beginning with I-Z and is responsible for reviewing and approving procurement documents for all purchases made by Michigan's public service transit and passenger marine providers ensuring compliance with state and federal regulations. This position provides guidance and education to all stakeholders to resolve outstanding issues related to passenger transportation procurement. Responsibilities include reviewing state and federal legislation related to procurement, keeping up to date on state and federal procurement regulations, overseeing implementation of policies and procedures for procurements, and advising and making recommendations to management and staff regarding procurement. The position is also responsible for evaluating and making recommendations for new methods to monitor subrecipient compliance with various federal regulations on a system-wide level. Additionally, this role involves representing OPT in relevant meetings and trainings, as well as manage the subcontract approval packet process.

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: 75

Serve as a procurement analyst for OPT. Analyze and approve or provide guidance needed for approval of procurement solicitations, procurement awards and third-party contracts to ensure compliance with state and federal procurement regulations.

Individual tasks related to the duty:

- Analyze on-going procurement operations and recommend modifications to policies and procedures to achieve greater efficiency and effectiveness for OPT. Implement updated guidelines and advise office leadership on procurement needs and changes to procurement requirements at the state and federal levels.
- Review and provide guidance for requested transit agency documentation regarding Micro-Purchases.
- Analyze transit agency procurement documentation for completion and accuracy, including Michigan Department of Transportation (MDOT) forms and federal clauses, for Request for Quotes, Request for Proposals, Invitation for Bids, and third-party contracts for transit agencies that are MDOT subrecipients to ensure compliance with state and federal procurement requirements.
- Resolve procurement issues by providing guidance, education, and communicating with all stakeholders (e.g., public service transit and passenger marine providers, OPT staff, etc.).
- Collaborate with other procurement staff and managers on higher level, new, or uncommon issues.
- Attend training and review federal procurement circulars and regulations to maintain a current level of procurement knowledge to state and federal procurement guidelines.
- Disseminate any federal or state procurement regulation and guideline changes to all stakeholders utilizing MDOT's communication resources (e.g., email, Weekly Express (WE) Newsletter to Transit Authorities, Trainings, etc.).

Duty 2

General Summary:

Percentage: 15

Prepare and process subcontract approval packets for OPT, ensuring compliance with program requirements and internal procedures.

Individual tasks related to the duty:

- Receive and analyze subcontract documents from OPT's Contract Manager.
- Prepare subcontract approval packets, verifying that all required documentation and selection information are included for submission.
- Recommend and support necessary revisions to subcontract documents.
- Coordinate the submission of subcontract approval packets for further review and approval by the Office of Commission Audits (OCA), when applicable.
- Utilize MDOT's contract management system C-Trak.

Duty 3

General Summary:

Percentage: 5

Gather and analyze procurement data that will provide guidance and direction for procurement within OPT.

Individual tasks related to the duty:

- Gather procurement data regarding stakeholder compliance to federal and state requirements.
- Analyze procurement data and identify patterns of non-compliance across all agencies. Recommend process improvements to management in an effort to correct non-compliance issues.
- Generate monthly reports providing detail regarding stakeholder compliance, procurement patterns, internal procurement processing time and create ad hoc reports as requested by internal and external stakeholders.
- Coordinate with the Procurement Team to improve the procurement process based on analysis of gathered data and findings.
- Research and identify advancements that can be made to the procurement tracking system.
- Provide recommendations to the Procurement Team and provide data to assist in the evolution of the procurement tracking system.
- Coordinate with the Procurement Team to develop and maintain the procurement website, policies, forms, and procedures.
- Annually review the federal procurement compliance clauses, update as needed, and communicate to all stakeholders.

Duty 4**General Summary:****Percentage: 5**

Represent OPT at meetings/events pertaining to state and federal procurement and compliance. Assist the unit supervisor in carrying out the responsibilities of the unit.

Individual tasks related to the duty:

- Develop and present trainings regarding procurement and federal/state compliance.
- Represent the unit/section/office on committees.
- Complete special assignments as required.
- Other duties as assigned.

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

Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position. Review procurement documents, determine if changes are needed to comply with federal regulations, contact transit agencies or OPT staff to resolve issues.

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

If there are issues with procurement documents that are not clear and may require interpretation of the law, regular meetings will be scheduled with unit supervisors and managers to discuss resolutions.

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.

Office based position with extensive use of computer and phone required. Position may require availability outside 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?

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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?

This unit is responsible for managing the Regulatory, Intercity Bus, and Procurement programs. The primary function of this position is to guide the direction of the section and ensure subrecipients comply with all state and federal procurement regulations.

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:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in:

- Computers, including setting up and using Excel spreadsheets to track data.
- Strong analytical application
- Communicating effectively utilizing various forms for communication.

Ability to:

- Analyze data and draw conclusions from that data.
- Explain information to both internal and external customers and evaluate the information being provided as sufficiently responsive.
- Work independently with little supervision or guidance.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

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

12/15/2025

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