

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

Position Code
1. DPTLTCHAJ81R

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) Finance and Administration
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-A	10. Division Contract Services
5. Working Title (What the agency calls the position) Awards Technician	11. Section Construction Contracts
6. Name and Position Code Description of Direct Supervisor MYRICK, THERESA M; DEPARTMENTAL MANAGER-3	12. Unit Awards
7. Name and Position Code Description of Second Level Supervisor FARLIN, KIMBERLY M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St Lansing / 8:00 a.m. - 5:00 p.m., Monday through Friday AWS

14. General Summary of Function/Purpose of Position

For each even numbered call number of every bid letting, this position serves as the recognized resource for the Department's construction award process responsible for awarding Construction, Aeronautics, Freight Services, Innovative Contracting, and Real Estate contracts to the approved low bidder for the Bureau of Finance and Administration, Contract Services Division, Construction Contracts Section. Responsibilities include creating, reviewing, processing, and awarding contracts; creating, reviewing, and modifying bonds; providing reporting, analysis, and follow-up on projects not awarded, as well as other reporting and analytical functions including local agency agreements, providing lists of low bidders to ProjectWise team, Attorney General's (AG) monthly report, lists of projects, and work placed under contract; ensures policies and procedures are developed, modified, in-place, and adhered to for all Awards processes; works with construction contractors, AG's Office, and bonding agents to resolve issues and provide direction on contract requirements.

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: 65

For each even numbered call number of every bid letting, serves as the recognized resource responsible for awarding the Department's Construction, Aeronautics, Freight Services, Innovative Contracting, and Real Estate contracts; creates construction contracts and bonds, pass-through contracts and bonds, 35-day letters, and award letters using the Contract Award Package System (CAPS) database and uploads to ProjectWise; reviews submitted contracts and bond documents, pass-through contracts and bond documents, designated and specialty items pages, and 35-day letters; awards contracts using the Construction Administration System (CAS) and the Construction & Materials module of AASHTOWare Project (AP-CM).

Individual tasks related to the duty:

- Review Local Agency Agreements engineer report for required deposit checks from local agency; ensure deposit is received before award. This task includes serving as the sole liaison for the unit which includes constant communication with MDOT's local agency engineers and the Financial Operations Division (FOD).
- Create and upload contract and bond documents using the CAPS database, warranty forms, and modified agreement pages, if required, for the Department's Construction, Aeronautics, Freight Services, Innovative Contracting, and Real Estate contracts.
- Review proposals and determine if each project requires designated and specialty items or other attachments; ensure required attachments are included.
- Review and evaluate contract and bond documents submitted by contractors for completeness, accuracy, and appropriateness; communicate and follows-up with construction contractors, bonding agents, MDOT's eSign team, and/or AG's office to resolve issues with digital signatures and/or other related issues.
- Monitor and track documents necessary for contract award using the Contract Award Status Tracking (CAST) database including timely return of the contract and bond documents and approval from AG, insurance, the State Administrative Board (SAB), Disadvantaged Business Enterprise (DBE), designated and specialty items, and local agency agreements.
- Determine if contracts will not meet the 35-day award requirement as outlined in the Department's current Standard Specifications for Construction; obtains contractor's consent to extend the terms and conditions of the bid proposal when necessary.
- Enter bonding information, SAB approval dates, and award dates in CAS and AP-CM. Generates award letter using CAPS to notify contractors when contracts are awarded.

Duty 2

General Summary:

Percentage: 25

As a recognized resource for the Construction Contracts unit, provide frequent communication and guidance with contractors, bonding agents, ProjectWise team, MDOT's eSign team, and the AG's office to resolve issues relating to even-numbered contract awards assigned for each bid letting.

Individual tasks related to the duty:

- Review contracts to determine if required documents are missing. If required documents are missing, follow-up with construction contractors, bonding agents, and the AG's office regarding documents necessary for award and to determine the cause for contracts not being awarded in a timely manner.
- Communicate with construction contractors and provide follow-up to the ProjectWise team to resolve issues uploading documents to ProjectWise (e.g. unable to upload contracts and documents, uploads to incorrect folders, locked documents, changes to the workflow of a document, etc.).
- Communicate with construction contractors and bonding agents regarding digital signature and digital seal issues (e.g. signature name not matching, etc.). Provide guidance and assistance to construction contractors and bonding agents to resolve these issues on contracts. If still unable to resolve, escalate issues up to the MDOT's eSign team for resolution with electronic signatures on contracts and bonds.
- Provide follow-up with the AG's office for timely reviews of contracts and bonds. This includes contacting the bonding agents when the AG's office does not approve a bond or contract due to issues pertaining to submitted documentation.

Duty 3

General Summary:

Percentage: 5

Works with Unit and Section Managers to develop and modify procedures and policies for the construction award unit.

Individual tasks related to the duty:

- Develop clear, concise, and complete unit procedures.
- Maintain and modify unit procedures to reflect changes to practices and procedures within the unit.

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

Perform other duties as assigned by the Section Manager, Division Administrator, or Bureau Director.

Individual tasks related to the duty:

- Generate reports on construction contracts as requested by the Unit and/or Section Manager, Division Administrator, or Bureau Director.
- Compile, review, and analyze report data to resolve issues and concerns.
- Recommend process changes based on analysis to Unit and/or Section Manager, if appropriate.
- 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.

- Determination of information to be incorporated into contracts from the proposal.
- Determination of whether a contract has accurate and complete information to proceed to award.
- Determination of the validity of the contractor and bonding agent digital signatures.
- Determination of when to work with the Unit and/or Section Manager on when a change to the process would be beneficial.

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

When clarification of wording or interpretation is needed, or to determine if exceptions to rules or policies apply in a particular situation.

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.

Remaining in a stationary position for extended periods of time while using a computer. Work is sedentary in nature and is performed in an office cubicle in a climate-controlled state office building or otherwise approved remote location. 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.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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?

For each even numbered call number of every bid letting, this position serves as the recognized resource for the Department's construction award process responsible for awarding Construction, Aeronautics, Freight Services, Innovative Contracting, and Real Estate contracts to the approved low bidder for the Bureau of Finance and Administration, Contract Services Division, Construction Contracts Section. Responsibilities include creating, reviewing, processing, and awarding contracts; creating, reviewing, and modifying bonds; providing reporting, analysis, and follow-up on projects not awarded, as

well as other reporting and analytical functions including local agency agreements, providing lists of low bidders to ProjectWise team, Attorney General's (AG) monthly report, lists of projects, and work placed under contract; ensures policies and procedures are developed, modified, in-place, and adhered to for all Awards processes; works with construction contractors, AG's Office, and bonding agents to resolve issues and provide direction on contract requirements.

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?

Within the Contract Service Division, the Construction Contracts Section/Awards Unit is assigned all actions involved with the awarding of Construction, Aeronautics, Innovative Contracting, Freight Services, Innovative Contracting, and Real Estate contracts. The Unit provides extensive informational instruction daily. This position is solely responsible for the awarding of over 650 contracts per fiscal year and is critical in the daily operations of the section and will ensure the overall timeliness of the section during high peak workload periods.

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 10

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

OR

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

OR

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

Alternate Education and Experience

Departmental Technician 10

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Computers and various software programs (e.g. Microsoft Office, CAS, AP-CM, etc.).

Skill in:

- Utilizing tact while working with customers.

Ability to:

- Communicate effectively.
- Meet deadlines in a timely manner.

CERTIFICATES, LICENSES,

REGISTRATIONS:

N/A

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

2/2/2026

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