

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

Position Code 1. DPTLTCH

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-E	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 This position serves as a technician for the Department's construction award process which involves 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; follow-up on projects not awarded, as well as other reporting 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; ensuring policies and procedures are adhered to for all Awards processes; works with construction contractors, Attorneys' General, 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

This position is responsible for awarding contracts to the approved low bidder for bid letting for the Department's Construction, Aeronautics, Freight Services, Innovative Contracting, and Real Estate units.

Individual tasks related to the duty:

- Provide support and ensure compliance in contract award documentation process, including reviewing engineer reports for required deposits, reviewing proposals for designated or specialty items, preparing and uploading contract and bond documents, and evaluating contractor submissions for accuracy and completeness.
- Coordinate with contractors, bonding agents, internal teams, AG's office, and other reviewers to resolve documentation and digital signature issues.
- Track and monitor all required approvals in Contract Award Status Tracking (CAST) database, identifying contracts at risk of missing the 35-day award requirement, and notifying leadership as needed. Enter final bonding, State Administrative Board (SAB) approval, and award information into CAS and AP-CM, and generate official award letters in CAPS to finalize the award process.

Duty 2

General Summary:

Percentage: 20

Support contractors, bonding agents, ProjectWise team, MDOT's eSign team, and the AG's office to resolve issues relating to contract awards assigned for each bid letting.

Individual tasks related to the duty:

- Support contractors, bonding agents, ProjectWise team, MDOT's eSign team, and the AG's office to resolve issues relating to contract awards assigned for each bid letting. This may include, but is not limited to, identifying missing documents, resolving discrepancies, etc.
- Provide necessary follow-up to ensure timely completion of all tasks.

Duty 3

General Summary:

Percentage: 15

Perform other duties as assigned.

Individual tasks related to the duty:

- 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 whether a contract has accurate and complete information to proceed to award.
- Determination of the validity of the contractor and bonding agent digital signatures.

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?

This position serves as a technician for the Department's construction award process which involves 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; follow-up on projects not awarded, as well as other reporting 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; ensuring policies and procedures are adhered to for all Awards processes; works with construction contractors, Attorneys' General, 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 responsible for awarding contracts throughout the fiscal year and is critical in the daily operations of the section and ensures 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 7

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

Departmental Technician 8

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

OR

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

Departmental Technician E9

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

OR

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

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate 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:

Knowledge of:

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

Skills:

- Utilize tact while working with customers.

Ability to:

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

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.

I certify that the entries on these pages are accurate and complete.

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