

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

<b>Position Code</b> 1. DEPTALTEV27Y
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## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Passenger Transportation
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL ANALYST-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Procurement/Compliance Analyst	<b>11. Section</b> Program Administration
<b>6. Name and Position Code Description of Direct Supervisor</b> PEARSON, ROBERT G; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Regulatory, Intercity Bus, Procurement
<b>7. Name and Position Code Description of Second Level Supervisor</b> HUHN, GINA M; DEPARTMENTAL MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W Ottawa St Lansing, MI 48909 / 7:30 a.m. - 4:30 p.m., Monday - Friday Varies
<b>14. General Summary of Function/Purpose of Position</b>  This position is responsible for analyzing and approving procurement documents for all purchases up to \$350,000 made by Michigan's public service transit and passenger marine providers, ensuring compliance with state and federal procurement regulations. These procurement requests include, but are not limited to, the acquisition of buses, computers, security cameras, and facility repairs. Key responsibilities include the overall administration of procurement requests, verifying compliance with regulatory requirements, evaluating the appropriateness and amounts requested. Additionally, the role involves representing the Office of Passenger Transportation (OPT) in relevant meetings and trainings, as well as managing 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: 60**

Analyze and approve procurement solicitations, awards, and initiate third-party contracts up to \$250,000 to ensure compliance with state and federal procurement regulations.

**Individual tasks related to the duty:**

- Analyze procurement documentation submitted by transit agencies for accuracy, completeness, and adherence to applicable state and federal procurement requirements.
- Initiate third-party contracts on behalf of transit agencies in alignment with all procurement guidelines.
- Assist transit agencies in identifying the appropriate procurement method based on project details such as funding sources and the nature of the goods or services.
- Provide guidance to transit agencies on completing all required procurement documentation.
- Interpret and apply existing and proposed laws, policies, and procedures as they relate to procurement; advise agencies on compliance and required processes.
- Collaborate with management and procurement leads to resolve procurement-related issues.
- Consult with senior procurement staff and managers on complex (e.g. determining which federal clauses or if Davis-Bacon rules apply, etc.), new, or uncommon procurement matters.
- Stay current with state and federal procurement guidelines by attending training and reviewing updated regulations and circulars.
- Communicate changes to procurement regulations and guidelines to stakeholders via Michigan Department of Transportation (MDOT) communication channels (e.g., email, Weekly Express newsletter, training sessions, etc.).

**Duty 2**

**General Summary:**

**Percentage: 20**

Prepare and process subcontract approval packets, 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 and verify 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, when applicable.
- Utilize MDOT's contract management system C-Trak to maintain dates and information related to workflows.

**Duty 3**

**General Summary:**

**Percentage: 15**

Review, update, and organize procurement related forms, files, federal clauses, procedures, policies, website content, and tracking system.

**Individual tasks related to the duty:**

- Upload and organize procurement files into the ProjectWise database.
- Maintain the procurement tracking spreadsheet by ensuring it contains the most up-to-date and accurate data.
- Consult with the procurement team and provide data to assist in the evolution of the procurement tracking system.
- Collaborate with the Procurement Team by providing input to support the development and maintenance of the procurement website, policies, forms, and procedures.
- Annually review and update federal procurement compliance clauses to ensure current standards are reflected.

**Duty 4**

**General Summary:**

**Percentage: 5**

Represent OPT at meetings, events, and training sessions related to state and federal procurement and compliance.

**Individual tasks related to the duty:**

- Gather data and information for presentations, agendas, and meetings.
- Communicate with procurement stakeholders.
- 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.**

Analyze procurement documents submitted by transit agencies for purchases under \$250,000 to determine if the documents are complete, accurate, and comply with federal and state procurement regulations. Resolve procurement issues with internal and external stakeholders. Determine when subcontract approval packets need to be reviewed by the Office of Commission Audits.

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

Decisions on issues that are not adequately covered by policies, procedures, or precedent. If there are issues with a procurement document that are not clear and may require interpretation of the law and or state and federal procurement requirements.

**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, extensive computer and phone use 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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 is responsible for analyzing and approving procurement documents for all purchases up to \$250,000 made by Michigan's public service transit and passenger marine providers, ensuring compliance with state and federal procurement regulations. These procurement requests include, but are not limited to, the acquisition of buses, computers, security cameras, and facility repairs. Key responsibilities include the overall administration of procurement requests, verifying compliance with regulatory requirements, evaluating the appropriateness and amounts requested. Additionally, the role involves representing the Office of Passenger Transportation (OPT) in relevant meetings and trainings, as well as managing the subcontract approval packet process.

**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 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 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) 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:**

Skills:

- 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.

**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

10/30/2025

\_\_\_\_\_  
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