

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DPTLTCHE

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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Office of Support Services
4. Civil Service Position Code Description Departmental Technician-E	10. Division Vehicle & Travel Services
5. Working Title (What the agency calls the position) Departmental Technican 7-E9	11. Section Fleet Management Operations
6. Name and Position Code Description of Direct Supervisor HOFMEISTER, DAVID A; DEPARTMENTAL MANAGER-3	12. Unit Fleet Consulting & Motor Pool Operations
7. Name and Position Code Description of Second Level Supervisor SUNDHOLM, WILLIAM J; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 6951 Crowner Drive, Dimondale, MI / 7:30 am to 4:00 pm; Monday - Friday (Hybrid)

14. General Summary of Function/Purpose of Position

The purpose of this position is to support Vehicle & Travel Services Fleet Management programs through compliance monitoring, agency-owned vehicle accountability, and process improvement activities. This position reviews Fleet Management transactions and records to ensure compliance with established program requirements, research questionable transactions and discrepancies, coordinates follow-up with drivers, agencies, vendors, and supervisors, and maintains documentation of compliance activities. The position also supports accountability of agency-owned vehicles and license plates and assists with development and improvement of VTS procedures and processes.

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

Review and monitor Fleet Fuel transactions and miscellaneous billing charges from fleet management company for compliance with established program requirements.

Individual tasks related to the duty:

- Reviews Fleet Fuel transactions, miscellaneous billing charges, reports, receipts, and supporting documentation to determine compliance with established policies, procedures, and program requirements.
- Research questionable transactions and discrepancies and obtains additional information or documentation from drivers, agencies, vendors, or other appropriate sources as needed.
- Communicates compliance issues and required corrective actions to drivers, agency personnel, supervisors, and other appropriate parties and follows identified issues through resolution.
- Monitors Fleet Management compliance information to identify recurring issues, transaction patterns, and data discrepancies requiring additional review.
- Conducts special reviews and studies involving maintenance charges, transportation charges, fuel transactions, and other Fleet Management services.
- Makes suggestions for revisions to procedures, forms, communications, and Fleet Management processes based on issues identified through compliance reviews.

Duty 2

General Summary:

Percentage: 25

Monitor and maintain accountability of agency-owned vehicle and license plate records. Review inventory information and supporting documentation to ensure completeness, accuracy, and compliance with established requirements.

Individual tasks related to the duty:

- Reviews agency-owned vehicle and license plate records for completeness and accuracy.
- Reviews and reconciles agency-owned vehicle information against Fleet Management records and supporting documentation.
- Tracks agency-owned license plates and vehicle titles received from and distributed to state agencies.
- Researches discrepancies involving vehicle records, titles, license plates, and inventory information.
- Contacts agency personnel to obtain missing information, resolve discrepancies, and verify agency-owned vehicle information.
- Compiles and maintains information used for agency-owned vehicle inventory and accountability activities.
- Assists with annual agency-owned vehicle inventory activities and related follow-up.

Duty 3

General Summary:

Percentage: 10

Procedure and process improvement activities.

Individual tasks related to the duty:

- Creates, reviews and updates procedures and processes related to fleet management programs.
- Conducts time and motion studies as assigned to review workflow and process efficiency.
- Designs, creates and updates forms, tracking tools, and other materials used for compliance monitoring, program accountability, and Fleet Management processes.
- Develops evaluation tools used to review and monitor Fleet Management processes and activities.
- Develops training materials and provides training to staff and customers on established Fleet Management procedures and processes.

Duty 4

General Summary:

Percentage: 5

Other duties as directed by management.

Individual tasks related to the duty:

- Participates in VTS teams, workgroups, and special projects.
- Assists with Fleet Management research and information requests.
- Performs other duties related to VTS programs and serves as assigned.

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

Determines whether Fleet Management transactions, records, and supporting documentation meet established program requirements and when additional information or follow-up is needed. Identifies discrepancies involving Fleet Management transactions and agency-owned vehicle records and determines the appropriate follow-up within established procedures. These decisions affect drivers, state agencies, vendors, and VTS program activities.

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

Issues that cannot be resolved within established Fleet Management policies and procedures; requests for exceptions to program requirements; significant or unresolved compliance issues; proposed policy or procedural changes; and recommendations that may affect Fleet Management programs or services.

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.

The position requires the individual be capable of dealing with a great deal of stress periodically. It also requires the individual to travel within and between buildings that result in walking outdoors in all types of weather. Travel to customers work sites, agency locations, and dealerships through the state as needed.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Support Vehicle & Travel Services Fleet Management programs through compliance monitoring, agency-owned vehicle accountability, and process improvement activities. This position reviews Fleet Management transactions and records to ensure compliance with established program requirements, research questionable transactions and discrepancies, coordinates follow-up with drivers, agencies, vendors, and supervisors, and maintains documentation of compliance activities. The position also supports accountability of agency-owned vehicles and license plates and assists with development and improvement of VTS procedures and processes.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

Vehicle & Travel Services administers Fleet Management programs and services for state agencies. This position is responsible for compliance monitoring activities, agency-owned vehicle and license plate accountability, and procedure and process improvement activities. The position reviews Fleet fuel transactions and records, researches and follows up on identified discrepancies, works with agencies and VTS staff to resolve issues, and develops and updates procedures, forms, and tools used in Fleet Management processes.

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:
 - fleet management programs, motor pool operations, inventory control, and vehicle administration practices.
 - methods used to review, validate, reconcile, and maintain operational, inventory, and program records.
 - compliance monitoring principles, records management practices, and records retention requirements.
 - business systems used to support fleet management, motor pool operations, inventory accountability, customer account management, and reporting activities.
 - Vehicle & Travel Services policies, procedures, program requirements, and operational processes.
- Ability to:
 - analyze records, reports, and documentation to identify discrepancies, compliance issues, and data integrity concerns.
 - provide technical assistance and training and establish effective working relationships with agencies, vendors, customers, and internal staff.
 - interpret and apply established policies, procedures, and program requirements to operational activities and customer inquiries.
 - research and resolve issues involving records, inventory, system data, and program documentation.
 - develop and maintain procedures, forms, and training materials supporting program operations.
 - provide technical assistance and training and establish effective working relationships with agencies, vendors, customers, and internal staff.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

STACI ERICKSON

9/1/2026

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