

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPSPL2P22N

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 BUREAU OF STATE LOTTERY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan State Lottery
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division Administration
5. Working Title (What the agency calls the position) Contract and Directives Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor THOMPSON, KRISTI; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor FROEHLICH, JOSEPH T; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 101 E Hillsdale St, Lansing, MI 48933 / 7:45 AM - 4:45 PM, Monday - Friday

14. General Summary of Function/Purpose of Position

This position serves as the Contracts and Directives Specialist responsible for leading and managing the end-to-end procurement process including developing requests for proposals and information, formulating policies and procedures, researching products and services, and overseeing and issuing contracts. The position serves as the agency point of contact providing detailed analysis and contract information and as a liaison between DTMB Procurement and other agencies to coordinate procurement activities. This position coordinates with agency divisions to effectively manage all contracts and research contract fulfillments and best practices of other lotteries and businesses. Additionally, the position will oversee records management efforts for Lottery including developing document management strategies and providing system oversight.

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: 55

Responsible for leading and managing all procurement projects and tasks, including the management of the end-to-end procurement process.

Individual tasks related to the duty:

- Develops program goals and plans for implementation in accordance with statewide policies.
- Formulates and implements policies, procedures, forms and instructions as it relates to agency purchasing and procurement.
- Develops request for proposal's (RFP's) and request for information (RFI's), responds to questions, handles site visits, leads the JEC process, writes and issues award recommendations, issue contracts.
- Analyzes ongoing procurement program operations, provides oversight and serves as a resource performing cost analysis, feasibility studies and makes recommendations.
- Researches products and services, evaluates vendor quotes, negotiates rates and manages contracts and changes to finalize bidding documents, contracts and other agreement-related documents.
- Designs and implements methods for the review, evaluation and cost analysis and develops alternative strategies based on analysis and research for the procurement program.
- Reviews purchase requirements of any division within the agency and provides recommendations to the requesting administrator or manager.
- Manages contracts to ensure compliance for all critical and highly sensitive purchase orders are issued with quality and on time.
- Develops and evaluates contract database that includes key contract components for all Lottery contracts including contract dates, contract deliverables, due dates and contract compliance.
- Recommends criteria, standards and guidelines to assess the procurement program structure and determine compatibility with objectives and priorities of the Michigan State Lottery.
- Assesses the economic, operational and organizational implications of existing and proposed policies and program decisions.
- Acts as a liaison with other agencies, organizations, and employees to coordinate the procurement program and assess agency needs.
- Plans and coordinates procurement process training for agency staff and provides instruction.

Duty 2

General Summary:

Percentage: 20

Analyzes, reviews and provides revisions to contracts including vendor, retailer and licensee agreements to ensure the statutory and DTMB financial management standards are included. This includes researching and establishing a systematic process to ensure all contracts are authorized, within approved spending limits, timely updated, monitored and revised in accordance DTMB financial management standards while working with the various program areas to ensure compliance with cost, delivery and statutory responsibility.

Individual tasks related to the duty:

- Develops program planning for contract and directive maintenance. Develops, publishes and follows timelines for regular review and updates for MSL directives ensuring all directives are reviewed annually.
- Reviews, evaluates and interprets complex contracts to ensure timely updates, payments and advice of changes are authorized and communicated. Interpret contracts in order to develop recommendations for changes to ensure financial management, statutory responsibilities, DTMB contracting procedures, integrity and transparency in the processing of all contracts to maximize efficiencies as changes occur.
- Establishes, administers and evaluates policies, procedures and documents to ensure timely and lawful execution of contracts and to ensure the fulfillment of contractual provisions are adhered to by the vendors and retailers.
- Develops and implements methods for review, evaluation and tracking of contracts through various steps of development and execution to ensure timely initiation and conclusion of processes within the fiscal year.
- Identifies all contractor and MSL responsibilities within the contracts and work with the appropriate division to ensure contract compliance.
- Researches and analyzes procedures to establish best practices of other lotteries, businesses, etc.
- Coordinates and follows-up within the agency and legal to provide updates and monitor changes.
- Develops and implements a database and automate the centralizing and maintaining of all final copies of MSL contracts.
- Coordinates with all areas of MSL to fully execute and analyze all contracts.
- Provides training and other assistance to divisions on appropriate contract format and/or language.
- Oversees contract compliance with departmental policies and procedures, timelines, and balances.
- Monitors contractual expenditures and balances.
- Develops a comprehensive plan and schedule for meeting contract requirements and preparing for contract extensions/rebids when necessary.
- Coordinates with business areas to develop new contract business requirements and specifications.
- Assess and tracks compliance to each contract.
- Coordinates and ensures directives and contracts on the network are the most current with older versions archived for reference as needed.
- Coordinates documents as requested for audits, FOIAs, etc.

Duty 3

General Summary:

Percentage: 20

Oversees all Records Management functions.

Individual tasks related to the duty:

- Serves as the agency point of contact and lead liaison between MSL and DTMB-Records Management Services (RMS) functioning as the Records Management Officer (RMO).
- Coordinates and manages RMS annual retention compliance survey responses, records management training, records disposal notices and records management system user access.
- Proposes and prepares policy materials, operation manuals and supporting instructions for maintain MSL records.
- Attends and participates in quarterly RMO meetings hosted by RMS. Distribute records management related information to MSL employees.
- In collaboration with RMS, coordinate and facilitate periodic Agency-Specific Retention and Disposal Schedules evaluation.
- Works with business areas to request revisions to existing or develop new Agency-Specific Retention and Disposal Schedules as need arises.
- Routinely ensures that the General and Agency-Specific Retention and Disposal Schedules on the network are the most current.
- Prepares statistical and informational reports as required and needed.

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

Performs all other duties as needed to contribute to the overall operation of the Michigan State Lottery.

Individual tasks related to the duty:

- Leads all Good Government/Employee Survey including identifying opportunities to improve on items reflected in the employee survey.
- Identifies holidays/events that Lottery can recognize each month.
- Oversees management of the Lottery Business Continuity Plan.
- Completes special projects as assigned.

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

Decisions in the development, monitoring and implementation of all contracts and directives across the agency. Decisions related to the procurement process including selection of goods/services and finalization of contract bids. Decisions related to the development, analysis, modification and maintenance to ensure statutory responsibilities, integrity and transparency of the operations within MSL.

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

Decisions where goals and/or objectives require establishing new or interpretation of policies, procedures, administrative rules or laws and decisions affecting MSL budget or expenditures of funds, extremely sensitive significant or have a direct impact on operations, jeopardy to the integrity of the lottery. Finalizing MSL directives with significant changes.

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.

Work is performed in a standard office with extensive computer usage and lifting less than 25 lbs. Will require travel occasionally. Able to work under tight deadlines and manage multiple projects. This position may require work outside of normal business hours. All employees have a responsibility for workplace safety including identifying potential hazards, reporting them, and ensuring they actively participate in all required training.

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?

The position is properly described on the preceding pages.

23. What are the essential functions of this position?

This position serves as the Contracts and Directives Specialist responsible for leading and managing the end-to-end procurement process including developing requests for proposals and information, formulating policies and procedures, researching products and services, and overseeing and issuing contracts. The position serves as the agency point of contact providing detailed analysis and contract information and as a liaison between DTMB Procurement and other agencies to coordinate procurement activities. This position coordinates with agency divisions to effectively manage all contracts and research contract fulfillments and best practices of other lotteries and businesses. Additionally, the position will oversee records management efforts for Lottery including developing document management strategies and providing system oversight.

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

Additional tasks added to duty 1, removal of duty 3, increase to new duty 3 (previously duty 4) percentage of time, contract related duties moved from duty 4 to duty 2.

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

The Lottery was established under the Authority of Public Act 239 of 1972 as a Type 1 Agency to generate funds to support Michigan's public-school system to be led by a Commissioner appointed by the Governor. The Administration Division is responsible for the development, monitoring and implementation of all directives and contracts across the agency.

This position serves as the Contracts and Directives Specialist responsible for leading and managing the end-to-end procurement process including developing requests for proposals and information, formulating policies and procedures, researching products and services, and overseeing and issuing contracts. The position serves as the agency point of contact providing detailed analysis and contract information and as a liaison between DTMB Procurement and other agencies to coordinate procurement activities. This position coordinates with agency divisions to effectively manage all contracts and research contract fulfillments and best practices of other lotteries and businesses. Additionally, the position will oversee records management efforts for Lottery including developing document management strategies and providing system oversight.

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 Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the operational and technical problems involved in the administration of a specialized program.
- Knowledge of the assigned program specialty.
- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.

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.

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