

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) Executive
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Office of Business Development (OBD)
5. Working Title (What the agency calls the position) Senior Field Compliance Analyst - North & Superior Regions	11. Section Business and Workforce Engagement Section - Lansing
6. Name and Position Code Description of Direct Supervisor SCHROEDER, PAHOUA N; DEPARTMENTAL MANAGER-3	12. Unit Small Business Compliance Services Unit
7. Name and Position Code Description of Second Level Supervisor SUNDBERG, NICHOLAS L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work MDOT North Region - 1088 M-32 East, Gaylord, MI 49735 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position conducts complex Contractor Compliance reviews on contracts greater than ten million dollars, conducts field visits and complex investigations, including those that span multiple projects or regions, involve formal enforcement actions, or require extensive audits of project documentation. This position oversees regional compliance reviews and serves as a statewide resource, offering technical guidance and training to Michigan Department of Transportation (MDOT) staff, contractors, and external stakeholders. The role supports the implementation and monitoring of several key programs, including the Disadvantaged Business Enterprise (DBE) Program, Small Business Program (SBP), Equal Employment Opportunity Contract Compliance (EOCC) Program, On-the-Job Training (OJT) Program, and the Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program within assigned regions.

The position applies MDOT's standard construction specifications and applicable contract requirements and administrative rules, ensures adherence to both federal and state regulations, and plays a key role in supporting the department's business development needs and objectives

This position requires possession of a valid driver's license to conduct field/on-site reviews or investigations.

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: 50

Conduct on-site field visits, compliance evaluations, and complex investigations, to ensure compliance with federal and state program regulations. Oversee the DBE Commercially Useful Function (CUF) (49 CFR 26) and SBP Contract Compliance Monitoring (CCM) requirements in the assigned MDOT region(s) and statewide when necessary. Serve as a statewide resource on the CUF and CCM requirements and enforce applicable regulatory requirements on behalf of the Department.

This duty requires possession of a valid driver's license to conduct field/on-site reviews or investigations.

Individual tasks related to the duty:

- Interpret and apply federal and state DBE/SBP regulations (49 CFR Part 26), ensuring MDOT compliance through updated policies, procedures, and training. Serve as a subject matter expert, lead implementation strategies, and coordinate with internal and external stakeholders to align with evolving federal guidance.
- Analyze and interpret MDOT and Federal Highway Administration (FHWA) policies, procedures, and documentation, including policy manuals, forms, and guidance materials, to support consistent application across projects and ensure alignment with federal mandates.
- Develop and manage a statewide compliance monitoring framework, including risk assessments, CUF/CCM audits, and corrective action plans.
- Assigned the more complex DBE/SBE on-site reports to conduct on firms with multi-affiliations and subsidiaries, complicated financial statements, promissory notes and loans from non-disadvantaged persons. Evaluate in-kind services rendered by a non-disadvantaged person to a DBE/SBE or intricate conveyances and memorandums of control.
- Oversee compliance on projects by reviewing documentation, tracking commitments and payments, and conducting site visits. Ensure contract commitments are met, resolve discrepancies, and provide active engagement with project offices and project staff during pre-construction and throughout project execution.
- Conduct investigations on complaint files against contractors doing business with MDOT and negotiate an amendable solution, on finding. Act as a consultant to contractors in the development of program(s) to meet contractual and address workforce requirements.
- Participate in pre-construction meetings to communicate program requirements and expectations when necessary.
- Conduct DBE/SBE interviews and field and on-site reports. Conduct reviews and office site visits of DBE/SBEs for the DBE Program and SBP.
- Provide guidance and assistance on compliance issues, prepare reports and briefings for leadership. Develop tools and resources to enhance understanding of DBE/SBP requirements and maintain program compliance.
- Implement corrective action plans approved by management; oversee contractor's adherence to corrective plan, determine compliance with DBE/SBP requirements under federal, state, and local laws; conduct desk and field audits to assess adherence to contract goals and program integrity.
- Prepare field audit investigative reports on DBE/SBE contractors with active contracts to verify whether or not a commercial useful function is being performed to make a determination as to the adequacy of resources and/or expertise to perform in the classification approved by the department.
- Prepare complex federally mandated annual reports (e.g., compliance reporting to FHWA), respond to audits and inquiries from other states and federal agencies.

Duty 2

General Summary:

Percentage: 20

Serve as a resource on the DBE program and SBP for assigned area. Assist current and potential contractor and consultant firms with business development needs, assist firms and MDOT staff with issues related to contract performance and issues related to performing on federally assisted projects, conduct training as needed.

Individual tasks related to the duty:

- Develop and carry out strategies to educate and conduct technical assistance training for MDOT staff, contractors, consultants, and industry stakeholders on DBE and SBP requirements on MDOT contracts. Implement corrective action plans for compliance vulnerability and risks (e.g., lack of training/experience with wage and labor, business practices specific to MDOT, access to capital, etc.). Implement corrective action plans to ensure proper MDOT forms are completed and submitted timely.
- Work collaboratively with DBE/SBEs to develop training plans; ensure workforces and contractors are knowledgeable of applicable regulatory requirements and contract obligations.
- Assess business needs, advise and assist MDOT staff, contractors, consultants, and industry stakeholders in creating and implementing such programs.
- Give presentations on external civil rights programs to the general public, contractors, MDOT stakeholders, and MDOT employees, as needed.

Duty 3**General Summary:****Percentage: 10**

Assist with OJT and EOCC field investigations and interviews.

This duty requires possession of a valid driver's license to conduct field/on-site reviews or investigations.

Individual tasks related to the duty:

- Assigned the more complex EEO reviews to conduct on contracts greater than ten million dollars with a number of DBE/SBE subcontractors and OJT.
- Conduct OJT and EOCC field/on-site review, interview OJT Program participants, assist and assess contractor compliance per federal regulations.
- Identify and assess program reporting and program issues, notify program staff and recommend corrective action for problems that affect department policy and implement changes upon approval.

Duty 4**General Summary:****Percentage: 10**

Identify, investigate, and assist DBE/SBEs with prompt payment provisions on construction and consultant contracts.

Individual tasks related to the duty:

- Interpret and ensure prompt payment provisions are met as required per policies, procedures, and federal regulations.
- Develop and implement solutions ensuring to document, follow up, and inform management of issues addressed with prompt payment provisions.
- Maintain and utilize databases to record, track, and analyze construction and consultant contract data, including payment activity.
- Monitor and review payment documentation to ensure compliance with prompt payment provisions; collect and assess supplemental data from contractors to evaluate prompt payment performance on contracts.
- Monitor contracts with DBE/SBE commitments to ensure compliance with program regulations and requirements, support goal attainment, and track progress.
- Respond to and investigate complaints and determine best solutions for substantiated complaints.

Duty 5**General Summary:****Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Support and implement OBD programs statewide.
- Participate in various OBD events and conferences.
- Develop and train employees.
- Other duties assigned.

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

Considerable independent decision making in determination of contractor compliance with contract requirements. Review DBE/ SBE utilization documentation, DBE/SBP subcontracts, and vendor invoices to ensure regulatory contract compliance requirements are met and all applicable documentation is included and accurate; identify and document noncompliance issues, assist with investigations and contribute to problem resolution. Decisions made by this position could affect DBE/SBP subcontractors, contractors, etc. eligibility for these programs.

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

- When there are conflicting priorities or when program guidelines, procedures or policies are ambiguous or silent regarding the specific issue or question.
- Issues regarding MDOT or federal policy, subjects that are politically sensitive, and matters which transcend the authority of the position.

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.

Position requires extensive use of a computer, ability to move/transport materials weighing up to 50lbs and remaining in a stationary position for extended periods of time. May require extensive travel to meetings, training and field reviews. Ability to traverse irregular and steep terrain, be exposure to weather, traffic, construction hazards, noise, dirt, concrete and bit materials, and other conditions with heavy construction. Position may require availability outside normal working hours based on operational needs. Position requires possession of a valid driver's license.

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):

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

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The position applies MDOT's standard construction specifications and applicable contract requirements and administrative rules, ensures adherence to both federal and state regulations, and plays a key role in supporting the department's business development needs and objectives

This position requires possession of a valid driver's license to conduct field/on-site reviews or investigations.

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?

The Office of Business Development implements, monitors, and evaluates the federally mandated DBE, SBP, OJT, Americans with Disabilities (ADA), Title VI, and EOCC programs.

The Compliance Services Section is responsible for compliance monitoring, conducting research, analysis, and to ensure program integrity and alignment with federal and state requirements.

This position is essential in ensuring that the responsibilities of the Department, as it relates to the above-mentioned programs, are met.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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.

