

1. Position Code

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DTMB- Procurement
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Customer Experience
4. Civil Service Classification of Position Departmental Analyst 9-11	10. Division Relationship Management
5. Working Title of Position (What the agency titles the position) Data Analyst	11. Section Technology and Reporting
6. Name and Classification of Direct Supervisor Mohamed Gibril, State Administrative Manager 15	12. Unit
7. Name and Classification of Next Higher Level Supervisor Stephanie Epps-Guzek, State Division Administrator 17	13. Work Location (City and Address)/Hours of Work Hybrid & Elliott-Larsen Bldg, 2 nd Floor, Lansing MI M-F 8:00-5:00

14. General Summary of Function/Purpose of Position

This position conducts analysis and performs research in support of DTMB Procurement's data analytics program. The position collects and analyzes spend, market and other related data. This individual will use the data to support the sourcing work of the office, and uses tools implemented by the Senior Data Analyst to do so.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 90%**

Conducts research and analysis in support of the data analytics activities of DTMB-Procurement.

Individual tasks related to the duty. Please arrange tasks from most important to least important.

- Performs routine spend data pulls for buyers, and other staff as needed.
- Assists with yearly spend analysis.
- Maintains ownership over office's subscriptions to market research services, and performs research for staff using them.
- Runs data for metrics and drafts reports.
- Assists with the development and upkeep of the commodity code cross walk, categories segmentation, and other documents.
- Pulls data and drafts legislative reports.
- Acts as liaison on commodity code cross walk to agencies and buyers.
- Performs analysis on internal and external catalog pricing and spend.
- Provides back-up administration of office-wide contract database.
- Documents procedures for data analytics tools and methodologies.

Duty 3

General Summary of Duty 4 **% of Time 10%**

Other duties as assigned

Individual tasks related to the duty.

- Work on special projects as assigned by supervisor
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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Personal initiative necessary to determine how work assignments can be most effectively completed..

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

Any contract changes, changes to policies, and settlements without prior approval.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

The physical effort normally associated with a general office environment, the ability to use a computer, and travel outside of the office.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

New position

23. What are the essential duties of this position?

Conducting research and analysis in support of the data analytics activities of DTMB-Procurement.

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

Backfill

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

The Risk and Analytics Sections provides spend data analysis, supplier performance measurement, and risk management support to state government, as well as resource recruitment, office support and strategic planning support to Procurement. This position will conducts research and analysis in support of the data analytics activities of DTMB-Procurement, and serve as a basic back-up for risk management activities.

26. In your opinion, 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Preference for majors in finance, accounting, statistics, computer science or data analytics.
- Knowledge of database structure and statics.
- High level experience with Microsoft Access, Excel, and other Office software.
- High level of experience Business Objects.
- Ability to organize and clearly present information, both verbally and in writing.
- Ability to manage multiple projects/deadlines and determine priorities.
- Problem solving skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date