

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 - Central 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) Performance Analyst	11. Section Supplier Relationship Management
6. Name and Classification of Direct Supervisor William Camp, State Administrative Manager 15	12. Unit
7. Name and Classification of Next Higher Level Supervisor Stephanie Epps, State Division Admin 17	13. Work Location (City and Address)/Hours of Work Constitution Hall, First Floor, Lansing 8:00-5:00

14. General Summary of Function/Purpose of Position

This position assists the Supplier Relationship Management Specialist withing the Supplier Relationship Management (SRM) section of the Department of Technology, Management and Budget's Central Procurement office. This position assists in the review, development, and implementation of SRM programs and works with various customers to ensure the SRM section is meeting their needs. Additionally, this position will use information collected via survey or special study to support the section specialist and SRM section needs, and perform other duties as assigned.

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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%**

Assists the SRM section specialist in performing duties related to supplier performance activities, contract monitoring, supplier scorecards, and other section-related activities.

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

- Performs research and analysis to assist SRM in development of new supplier programs and tools.
- Supports the SRM section in low level issue resolution, with the oversight of the section's senior specialist and/or manager.
- Provides guidance and information about Central Procurement's supplier performance activities and expectations; and elevates higher level issues to section's senior specialist.
- Analyzes SRM programs and operations and recommends improvements in policies, procedures, and documents, and reports findings to SRM senior specialist and/or manager, to achieve greater section efficiency and effectiveness.
- Assists in supporting Buyers, Management, and the Attorney General's Office on SRM program issues, and works with all groups and SRM section specialist to facilitate issue resolution.
- Documents procedures for new SRM programs to assist in development of new policy.
- Reviews program information and assists section's senior specialist and/or manager in the development of legislative reports, as needed.
- Designs and conducts surveys or special studies for suppliers, buyers, managers, and other customers, to determine SRM needs and support section goals.
- Works with the CPS Technology and Reporting section to ensure SRM section needs are met.

Duty 2

General Summary of Duty 2 **% of Time 10%**

Other duties as assigned.

Individual tasks related to the duty.

- Perform other duties as assigned.

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.

Decisions regarding the best way to implement programs related to supplier performance, contract monitoring, and scorecards. These decisions will affect Central Procurement and agency procurement staff, and Central Procurement's customers.

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

Guidance is sought when priorities of assignments conflict, issues that may be politically sensitive, or when decisions will have operational impacts, or budgetary impacts.

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?

This position assists the SRM section specialist in helping the State's suppliers and potential suppliers in all matters related to the procurement process and supplier performance.

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

The last time the position was reviewed it was reclassified to a DA12. The duties of this position have changed as a Supplier Relationship Analyst in the division was reclassified to a Specialist and absorbed some duties that this position previously was responsible for. This position is now utilized to support and assist the Supplier Relationship Specialist instead of being the Recognized Resource for the Supplier Relationship Management Section. Also, other lead duties such as working with the Attorney General's office and vendors and agencies regarding issues with scorecards have been removed from this position and are now with the Supplier Relationship Specialist. This position will assist in reviewing and recommend actions on the scorecards to the Specialist.

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

Supplier performance is a key component of supplier relationship management, which the Supplier Relationship Management Section is responsible for on behalf of Central Procurement. Central Procurement performs sourcing, and delegates other purchasing duties, to all of the executive branch of State Government.

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:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Preference for majors in supply chain management or related fields.
- Experience dealing with supplier performance data.
- Experience with supplier scorecards.
- High level experience with Microsoft Access, Excel, and other Office software.
- 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