

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTEM16Y

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Business, Health, and Library Services
5. Working Title (What the agency calls the position) Food Distribution and Procurement Analyst	11. Section Office of Nutrition Services
6. Name and Position Code Description of Direct Supervisor PRIEST, THOMAS M; EDUCATION CONSLTNT MGR-5	12. Unit Food Distribution
7. Name and Position Code Description of Second Level Supervisor HERMAN, SARA; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 608 W. Allegan Street, Lansing, MI 48933 / Monday - Friday 8:00 am - 5:00 pm, Hybrid

14. General Summary of Function/Purpose of Position

The Food Distribution and Procurement Analyst will complete ordering, receipt, and utilization of United States Department of Agriculture (USDA) foods for the Commodity Supplemental Food Program (CSFP) and The Emergency Food Assistance Program (TEFAP) partner agencies, as well as all other programs created to supply USDA food and administrative funding in support of CSFP and TEFAP. This position will support procurement-related activities for Child Nutrition Programs to include support for sponsor-level procurement and monitoring reviews, as well as facilitating logistics, ordering, receipt, and distribution of USDA Foods for Schools. This position also assists with data collection, research, planning, ordering, operation, and technical assistance functions to the CSFP, TEFAP, and USDA Foods for Schools, as well as procedure development, and implementation of the Web-Based Supply Chain Management (WBSCM) program. Duties of this position include crisis management related to order cancellation, receipt of product, or delays.

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**

Analyzes the statewide receipt and ordering of USDA Foods for CSFP and TEFAP. Compiles and analyzes program data needed to meet USDA reporting and evaluation requirements. Monitors agency responses and places orders for USDA food in the WBSCM system, including cancellations, reorders, and bonus or other offered food opportunities.

Individual tasks related to the duty:

- Maintains records of USDA food ordering and usage to meet USDA reporting requirements.
- Assists CSFP and TEFAP agencies in responding to USDA cancellations, delays, and updates.
- Provides lead analyst, consultant, manager, and supervisor with information supporting recommendations.
- Consolidates orders/data and helps prepare reports for CSFP and TEFAP agencies each month.
- Assist agencies, vendors, and delivery drivers to address and correct delivery problems.
- Prepares contract amendments for delivery diversions to other agencies.
- Forwards Advanced Shipment Notification to CSFP and TEFAP agencies upon receipt.

Duty 2**General Summary:****Percentage: 35**

Provides technical assistance and monitors Child Nutrition Program sponsor procurement through review of procurement practices for compliance with United States Department of Agriculture (USDA) regulations.

Individual tasks related to the duty:

- Coordinate the School Nutrition Program Procurement Review of public, private, and charter schools, residential childcare institutions, and private non-profit organizations participating in the National School Lunch Program (NSLP) and Summer Food Service Program (SFSP).
- Coordinate and conduct on-site and desk reviews for procurement requirements for NSLP and SFSP.
- Accurately complete and submit the federally mandated forms for each review conducted.
- Prepare narrative reports and associated correspondence related to the review process.
- Provide each program with a comprehensive written report of program deficiencies, develop corrective action plans with specific deadlines for compliance, and provide any technical assistance required to ensure future compliance.
- Collaborate with other Program staff to ensure all reviews are completed to meet regulatory timeframes.
- Evaluate program sponsors' adherence to federal regulations and state policies for all School Nutrition Programs and Summer Food Service Programs per regulated review schedules.
- Assess corrective action plans for program noncompliance. Analyze the plan of action, the corrective action, and the meeting of required deadlines set in the initial report. Follow up as needed (by telephone, in writing, or in person) until appropriate corrective action is completed and documented. Approve corrective actions and notify sponsor.
- Participate in team reviews with USDA staff. Evaluate performance, complete review reports, and inform programs where any deficiencies exist.
- Evaluate and suggest revisions of materials presented by sponsors for review and/or approval.
- Investigate complaints and participate in the seriously deficient process in SFSP.
- Research appropriate federal and state regulations and other program guidance to develop policies and procedures related to monitoring issues such as allowable use of funds, expenditure reporting, and activities eligible for federal and state financial reimbursement.
- Provide technical assistance and information to School Nutrition Program Sponsors.

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

Perform duties related to USDA Foods for School Program procurement and logistics support.

Individual tasks related to the duty:

- Supports logistics and supply chain oversight for the USDA Foods for Schools Program and USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program (USDA DoD Fresh) for Schools.
- Supports technical assistance related to USDA Foods Consortium and commercial food procurement.
- Attend and make use of available USDA software training courses relevant to work.
- Assist with the training, workshops, virtual meetings, and updates.
- Provide backup support for Food Distribution staff (analysts and consultants).

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

Other duties as assigned by supervisor.

Individual tasks related to the duty:**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

The experienced worker uses established methods and procedures that are based on laws, regulations, rules, policies, and instructions. However, these are not always fully applicable in every situation. Independent judgment must be exercised to determine the appropriate course of action. Decisions regarding special requests from recipient agencies and warehouses may be made at the analyst level or referred to another analyst or supervisor, depending on the effect on other participants in the program and past precedence.

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

- New or unusual situations that are not addressed by internal policies and procedures.
- Situations with recipient agencies, warehouses, Child Nutrition Program Sponsors, and/or Consortia that may set precedence.

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.

Physical activities include sitting, standing, stooping, bending, reaching, and use of a personal computer. Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor.

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):

- | | |
|---|--|
| <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. |

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?

The Food Distribution and Procurement Analyst will complete ordering, receipt, and utilization of United States Department of Agriculture (USDA) foods for the Commodity Supplemental Food Program (CSFP) and The Emergency Food Assistance Program (TEFAP) partner agencies, as well as all other programs created to supply USDA food and administrative funding in support of CSFP and TEFAP. This position will support procurement-related activities for Child Nutrition Programs to include support for sponsor-level procurement and monitoring reviews, as well as facilitating logistics, ordering, receipt, and distribution of USDA Foods for Schools. This position also assists with data collection, research, planning, ordering, operation, and technical assistance functions to the CSFP, TEFAP, and USDA Foods for Schools, as well as procedure development, and implementation of the Web-Based Supply Chain Management (WBSCM) program. Duties of this position include crisis management related to order cancellation, receipt of product, or delays.

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

This position has been approved to become a permanent position and has minor updates. Updated working title to Food Distribution and Procurement Analyst. Updated box 14 to include new working title. Duty 1 remains the same. Duty 2 updated to 35% and includes monitoring of procurement practices, analyzing program compliance, and team reviews with USDA staff. Duty 3 remains 10% and added task of supporting logistics for school food programs. Duty 4 remains the same. Updated box 17 to remove mention of large scale changes. Updated box 18 to include sitting, standing, stooping, bending, and reaching.

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

The Office of Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program. Each program has required applications, monitoring and reporting, as well as training/technical assistance and outreach or program development requirements. This position provides a coordinated approach to the mission of improving health and nutrition outcomes for Michigan's children, using key partnerships and other office leaders for the successful implementation of nutrition programs. The person in this position is responsible for the positive professional culture, climate of trust, and organizational health that is the pathway toward meeting these goals.

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 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.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of research and analysis.

Knowledge of the principles of administrative management, including office procedures and reporting.

Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.

Knowledge of initiation, development, accomplishment, and evaluation of public programs or services.

Knowledge of county-level assistance program structure.

Ability to analyze, synthesize, and evaluate data for use in program development and analysis.

Ability to analyze and assess food distribution needs.

Ability to establish procedures, policies, or guidelines and to relate these to objectives.

Ability to interpret laws, rules, and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to learn and utilize computer processes.

Ability to design forms.

Ability to maintain favorable public relations.

Ability to communicate both orally and in writing with internal and external customers.

Ability to work collaboratively within and outside of the assigned unit.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is preferred.

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.

NA.

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