

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

Position Code 1. DEPTALTE

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 Technology, Management & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Position Code Description Departmental Analyst	10. Division Design & Construction
5. Working Title (What the agency calls the position) Project Management System Analyst	11. Section Contracts and Site Services
6. Name and Position Code Description of Direct Supervisor Kristi Zakrzewski, Engineering Manager Licensed 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor Adam Lach, State Office Administrator 17	13. Work Location (City and Address)/Hours of Work Lansing, MI M-F 8:00 A.M. to 5:00 P.M. or some variation
14. General Summary of Function/Purpose of Position This position is responsible for initiation, tracking, reporting, metrics, and closeout of Capital Outlay and Agency Funded Projects. The work of this position includes utilization, administration, and maintenance of two databases (currently in Microsoft Access) including the Project Information Management System (PIMS) for continuous monitoring of expenditures, project status and available funding resources and the DTMB 400 tracker for project specific administrative information. This position is also responsible for processing DTMB 400 Project Request Forms (Work Orders and Miscellaneous Operating Projects) including review of documentation for accuracy, obtaining management and Financial Services signatures as appropriate and entering the information into PIMS and other databases to provide various reports. This position is the liaison to the Program, Strategies, and Solutions Division of SFA for the creation and maintenance of metric dash boards for all contract processes and coordination and monitoring of project closeout documents and collection of administrative fees.	

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: 40

Project Information Management System; tracking, reporting, project closeouts

Individual tasks related to the duty:

- Establish and enter project information into the Project Information Management System (PIMS).
- Analyze operation of PIMS application, recommend revisions to queries, forms and reports to enhance service.
- Develop and design associated database reports as requested.
- Schedule and conduct user group meetings to determine needs and coordinate changes to application, including programming changes.
- Develop, design and conduct training modules.
- Create and maintain application documentation.
- Provide ongoing support for users.
- Administer the project closeout checklist, record and track project closeouts, and collection of administrative fees
- Coordinate with the Capital Outlay Specialist, DTMB Financial Services, and managers for project closeout and administrative fee collection.

Duty 2

General Summary:

Percentage: 30

Project Initiation, Assignment, and Prioritization; DTMB 400 Tracker

Individual tasks related to the duty:

- Receive DTMB 400 (work orders and miscellaneous operating project requests) from state agencies
- Review DTMB 400 for accuracy of all information (including funding sources), assign file number and obtain management and Financial Services signatures as appropriate
- Receive, review, and stamp reviewed DTMB 400 forms from EGLE Remediation and Redevelopment Division
- Ensure field representative initials are included on DTMB 400 and verified on all DTMB 400 revisions.
- Implement the project director/field representative reassignment process.
- Enter all information into PIMS and the DTMB 400 Tracker for use by all DCD staff and into other databases for reporting purposes
- Distribute finalized DTMB 400 to project management team, DTMB Financial Services & agency's financial contact(s), saves documents to Share Point sites and internal drives
- Serve as liaison and subject matter expert to agency at project origination for training and resources needed to complete DTMB 400 forms, obtain clarification, explain procedures, etc.
- Audit monthly a minimum of (20) DTMB 400 forms to confirm filing/storage on the Share Point site and Z drive and correct audit findings.

Duty 3

General Summary:

Percentage: 20

Metrics Coordinator

Individual tasks related to the duty:

- Liaison to the Program, Strategies, and Solutions Division of SFA for all contract processes and other metric dashboards
- Assist subject matter experts and management to develop and maintain data sources (PIMS, DTMB 400 Tracker, spreadsheets) for metrics
- Facilitate creation of metric dashboards for all contract process positions and management directed datasets
- Coordinate presentation of dashboards and metrics data at the annual training event for the division
- Implement the tracking database audit process to identify inconsistent or missing information used for metric dash boards then correct data entries in the tracking database

Duty 4

General Summary:

Percentage: 10

Other Duties as Assigned

Individual tasks related to the duty:

- Document all procedures related to this position
- Be the subject matter expert for all areas of responsibility of this position as needed for the implementation of a Project Management solution that will integrate many of this positions responsibilities

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

Independent decisions and personal initiative necessary to determine how work assignments can be most efficiently completed. Independent decision on how to train and coach agency for accuracy and complete DTMB 400 forms, coordination with Program, Strategies, and Solutions Division for dashboard creation and maintenance.

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

Responding to information requests of sensitive nature. When further guidance and/or information required before exercising personal judgement.

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.

Prolongs periods of sitting at a computer terminal.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input checked="" type="checkbox"/> Y | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input checked="" type="checkbox"/> Y | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input checked="" type="checkbox"/> Y | 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?

This position is responsible for initiation, tracking, reporting, metrics, and closeout of Capital Outlay and Agency Funded Projects.

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 contract administration section handles procurement and administration of design, construction and building maintenance service contracts. This position is responsible for initiation, tracking, reporting, metrics, and closeout of the contracts and projects.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Database knowledge (specifically Access) for queries and reporting, data presentation
- Ability to design forms and create database queries
- Microsoft Excel proficiency
- Detail oriented and able to efficiently and accurately complete multiple, competing work assignment
- Collaboration and teamwork
- Excellent written and oral communication skills for internal and external interactions
- Accurate and efficient data entry
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development
- Ability to organize, evaluate, and present information effectively
- Ability to learn and utilize computer processes

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