

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>  	<b>8. Department/Agency</b> TECH, MGMT AND BUDGET - MB
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b> State Facilities Administration
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Program Strategies and Solutions
<b>5. Working Title (What the agency calls the position)</b> Asset and Supply Chain Analyst	<b>11. Section</b>  
<b>6. Name and Position Code Description of Direct Supervisor</b> TANNER, BRYAN M; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>  
<b>7. Name and Position Code Description of Second Level Supervisor</b> MARTIN, RIC; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 3111 W. Saint Joseph St., Lansing, MI / 8:00 a.m. – 5:00 p.m., Monday – Friday

**14. General Summary of Function/Purpose of Position**

This position is responsible for providing professional research, analysis, program development oversight for SSD's Supply Chain Purchasing unit. This position will analyze Supply Chain program data and purchases and develop system reports and metrics. This position will be responsible for analyzing policies, procedures, and Supply Chain programs and making recommendations for changes. This position will perform reconciliations on staff activity and provide procedural guidance and training to ensure compliance. This position also researches alternate and new supply chain practices and makes recommendations for adoption. This position develops and implements training programs for new employees and serves as a professional resource for the Supply Chain team.

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: 55**

Supply Chain Analysis and Procedural Oversight

**Individual tasks related to the duty:**

- Research industry best practices and develop program change recommendations
- Evaluates high-level purchase requests, ensures compliance, and prepares reports
- Analyze the integration and compatibility of the SFA Computerized Maintenance Management System (CMMS) and make recommendations to improve efficiency and effectiveness
- Evaluates retention schedules to ensure compliance and protect confidential data
- Develop and provide user reports for management, legislature, executive office, HR, and audit compliance
- Use and maintain Supply Chain database to analyze data and develop reports
- Collect procurement and activity data and provide reports based on staff compliance, customer activity, and vendor performance and provide reports to management
- Interpret all State and Federal laws and policies and ensure Supply Chain unit compliance
- Design process mapping documents
- Analyze purchase operations and recommend changes or new procedures to improve efficiency and reduce costs
- Develop audit programs to perform reconciliations and ensure fiscal responsibility/accuracy
- Provide program-specific and transactional training to staff and customers
- Develop Supply Chain training manuals and supporting instructions
- Serve as vendor liaison for purchasing operations, pricing, and service levels
- Analyze Supply Chain policies and procedures and make recommendations for revision, development, or elimination
- Develop forms to accommodate program procedures and policies
- Conduct correspondence with internal customers, external customers, and other state agencies
- Facilitate customer and vendor meeting, and serve as the Supply Chain delegate in for SFA leadership meetings
- Evaluate organizational and operational needs and recommend solutions
- Study and analyze zone procurement data and make budget recommendations

**Duty 2**

**General Summary:**

**Percentage: 35**

SFA Purchasing Liaison

**Individual tasks related to the duty:**

- Participate in joint evaluating committees (JECs) regarding contracted asset procurement
- Serve as SFA's main point of contact regarding the purchase of divisions facility assets
- Collect and evaluate facility assets to determine activity, importance, and regularly report results to management
- Develop continuity of government plans regarding essential assets required for emergency operations
- Identify essential assets in all DTMB-managed facilities and maintain records
- Identify, research, and make recommendations for emergency asset providers
- Research all DTMB-managed facilities and identify and catalog features
- Develop, provide, and maintain digital facility supply information
- Develop and maintain SFA supply tracking database and create reports
- Analyze facility assets, present findings to management, and make recommendations regarding procurement activity and opportunities for improvement

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

- Assist Supply Chain team in fulfilling customer purchase requests
- Partner with DTMB Procurement on developing and providing procurement card training
- Develop briefings for management
- Engage and participate in special projects affecting the area operations
- Support procurement review meetings
- Other duties as assigned

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 protect confidential data purchasing items within established guidelines
- Developing reports and presenting data to management

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

The development of official supply chain policies and procedures, decisions on vendor pricing and product selection, and new programs.

When further guidance or information is required/desired before exercising personal judgment. Any other assignments, projects, or activities specified by supervisor requiring review

**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.**

- Normal office environment, considerable time on the telephone and use of a computer.
- Sitting, standing, walking, minor lifting.
- Some daytime travel may be required.

**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 type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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?**

- Oversight of Supply Chain research, analysis, and recommendations
- Purchasing Liaison for SFA

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

New.

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

The Strategies & Solutions Division provides support resources to all other divisions in SFA and to partners throughout DTMB and partnering agencies. The division is responsible for the maintenance and operation of facilities for the state of Michigan, Department of Technology, Management and Budget. This position functions as a professional resource, evaluating supply chain processes and asset programming, procedures, and makes recommendations to improve the unit.

**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.
- the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs

**Ability to:**

- establish program or service procedures, policies, or guidelines and to relate these to objectives
- organize, evaluate, and present information effectively.
- analyze and assess data and operations to make necessary decisions and carry out duties.
- communicate effectively and maintain favorable relations
- accurately place orders and utilize CMMS and other computer programs.

**Skills:**

- Excellent written and oral communication.
- Professional research and analysis
- Good organization
- Good customer service

Accuracy, consistency and effective work ethic.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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.***

MICHAELA FABUS-MAIN

10/3/2024

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