

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTTRES61N

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description Departmental Analyst-E (Trainee, 9-P11)	10. Division Office of Business Development (OBD)
5. Working Title (What the agency calls the position) Office of Business Development (OBD) Special Projects Analyst	11. Section Business & Workforce Engagement Section - Lansing
6. Name and Position Code Description of Direct Supervisor SUNDBERG, NICHOLAS L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor THOMPSON, LISA S; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / 7:30 a.m. - 4:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as the OBD) Special Projects Analyst responsible for overseeing the Small Business Program (SBP) and Disadvantaged Business Enterprise (DBE) pre-award small business requirements specifically for Construction & Consultant projects using AASHTOWare Project Civil Rights & Labor (CRL), JobNet, Contract Agreement & Payment Process (CAPP) and other systems.

On special projects this position also conducts certification reviews of firms applying for DBE/SBP certification to determine the eligibility of DBE/SBP applicants and identify if they meet all requirements for the program.

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

Serve as the special projects analyst responsible for overseeing the SBP and DBE pre-award small business requirements. Perform compliance monitoring activities and evaluations to ensure compliance with federal and state program regulations.

Individual tasks related to the duty:

- Analyze and track pre-award small business information (e.g., contractor information, project goal information, etc.) in AASHTOWare Project CRL, JobNet, CAPP and other systems to monitor pre-award SBP requirements. Review and evaluate information to ensure accuracy in transfer to other systems. Evaluate project advertisements for accuracy and completion.
- Monitor the receipt of DBE/SBP Goal attained at time of bid on all projects with a DBE/SBP goals from all bidders on those projects.
- Analyze, review and approve DBE/SBP Commitment forms for proper completion by Prime Contractor. This includes appropriate work classifications, analyzing and verifying calculations provided by the Prime contractor, tracking within pre-award systems and upon approval provide DBE/SBP Sheets to Contract Services Division for final award processing.
- Develop and maintain a pre-award forms storage system to ensure that all DBE/SBP commitment forms, including supplemental forms for each letting are stored according to program regulations and following Federal Highway Administration (FHWA) and State retention policies. Report non-responsive bidders to management and Contract Services Division for further analysis and possible bid rejection.
- Develop, maintain and update policies and procedures to ensure pre-award compliance with federal and state guidelines.
- Assist the OBD Programs Goals Specialist with identifying pre-award program data collection issues, and determine and implement corrective action or improvements to systems and procedures. Analyze output from databases to ensure fields are captured appropriately to meet regulatory requirements.
- Interpret pre-award construction data, reach conclusions and summarize results providing accurate reports to management.
- Work with Department of Technology, Management and Budget (DTMB) and InfoTech to ensure all pre-construction tracking information is updated with program changes and software updates, perform user testing for accuracy.

Duty 2

General Summary:

Percentage: 20

Conduct onsite reviews on firms applying for certification in the DBE/SBP.

Individual tasks related to the duty:

- Conduct onsite reviews on firms applying for DBE/SBP certification.
- Review and determine eligibility of DBE/SBP applicants and identify if they meet all federal requirements for the program.
- Interpret DBE/SBP requirements, policies, procedures, policy materials, forms and other documents as needed to potential applicants.
- Perform analysis of DBE/SBP Inter-State certification applications for determination based on federal requirements and small business procedures.
- Make determinations as to the adequacy of resources and/or expertise to perform in the work classification approved by the department.

Duty 3

General Summary:

Percentage: 20

Interpret DBE & SBP requirements, policies, procedures, policy materials and other documents as required for the program. Manage and update OBD's external websites.

Individual tasks related to the duty:

- Work with InfoTech and DBE/SBP Program Goals Specialist to resolve any CRL issues.
- Attend AASHTOWare Project CRL events and meetings as necessary.
- Respond to federal and state program audits regarding SBP and DBE information.
- Store DBE/SBP documentation in Enterprise per MDOT retention policies.
- Provide advice and assistance to others in creating and implementing new modules within CRL.
- Provide advice and assistance to others involved with similar programs in creating and implementing such programs.
- Exercise considerable independent judgment and decision making in the implementation of the programs.
- Manage OBD websites (DBE, SBP, On-The-Job Training (OJT), Title VI, Americans with Disabilities Act (ADA)), keep information consistent and up to date.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Update Wildly Important Goal (WIG) information for reports to the MDOT Director and the Michigan Infrastructure Office (MIO).
- Complete Freedom of Information Act (FOIA) requests as assigned.
- Assist with SBP & DBE outreach functions by developing, attending and conducting training as needed, present at outreach events, attend trade fairs to recruit and educate SBPs & DBEs, prime contractors, and MDOT staff.
- 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.

Decisions regarding adequacy of resources or expertise to perform work for the SBP or DBE programs. These decisions involve interpretation, consultation, review, and assured compliance with the above programs. Make recommendations to the Business and Workforce Engagement Section manager.

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

Issues regarding MDOT or federal policy, issues regarding budget expenditures, and any issue which is considered politically sensitive.

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.

This position requires the ability to transport products weighing up to 20 pounds. Typical duties associated with an office setting. Position may require travel with possible overnight stays. May use commercial modes of transportation for travel. Position may require availability outside normal working hours based on operational needs.

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):

Complete and sign service ratings.

Assign work.

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
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?

This position functions as the Office of Business Development (OBD) Special Projects Analyst responsible for monitoring and tracking the Small Business Program (SBP) and Disadvantaged Business Enterprise (DBE) pre-award small business requirements specifically for Construction & Consultant projects using AASHTOWare Project Civil Rights & Labor (CRL), JobNet, Contract Agreement & Payment Process (CAPP) and other systems to track and monitor small business program requirements.

On special projects this position also will conduct certification reviews of firms applying for DBE/SBP certification to determine the eligibility of DBE/SBP applicants and identify if they meet all requirements for the program.

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

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

The OBD is charged with the implementation of the DBE, SBP, OJT, Title VI nondiscrimination laws, Title II nondiscrimination laws, and Equal Opportunity Contract Compliance (EOCC) programs. This position oversees aspects of the pre-award small business requirements specifically for Construction & Consultant projects and DBE/SBP Certification.

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.

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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.

Departmental Analyst (Departmental Trainee) 9

Education - Educational level typically acquired through completion of high school.

Experience - Four years of experience as an advanced 9-level worker in an ECP Group One classification. OR Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification. OR Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification. OR Two years of experience as a first-line supervisor in an ECP Group Three classification. OR One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Primary functions of the department.
- Maintaining various pre-award databases.
- Computer usage and multiple programs (e.g., Microsoft Suite).

Ability to:

- Communicate effectively utilizing various communication devices.
- Exercise independent judgement and take initiative

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.

CHRISTINA TIJERINA

5/19/2026

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