

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

Position Code 1. DPTLTCHAH10R

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) Finance & Administration
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-A	10. Division Contract Services
5. Working Title (What the agency calls the position) Departmental Technician A	11. Section Purchasing
6. Name and Position Code Description of Direct Supervisor DOTSON, LAURA D; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor RADEMACHER, CAROL R; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 West Ottawa, Lansing, MI / 7:30 - 4:30 Monday through Friday (hours may vary)
14. General Summary of Function/Purpose of Position This position functions as the recognized resource responsible for tracking, reviewing, creating, and ensuring CS-138s are processed and used according to Civil Service rules and serves as a liaison between the Department and the Department of Civil Service for CS-138 reporting. This senior level position is the main resource for technical assistance and information support to internal and external customers; adheres to policies, guidelines, and procedures for the procurement of goods and services on behalf of the Department; prepares and finalizes contract documents with information provided by buyers/managers/directors; maintains contract and purchase order information in SIGMA; and serves as a contact person for the State of Michigan and vendor community.	

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

As the recognized resource, provide technical assistance and informational support for Purchasing Operations so purchasing documents are handled in a manner that is consistent (CS-138s).

Individual tasks related to the duty:

- Prepare purchasing documents for appropriate action
- Ensure all active and current contract documents are maintained
- Maintain SIGMA documents so that consistent information is recorded
- Perform support activities related to master contracts, office supply contracts, etc.
- Perform record management activities according to Procurement and DTMB policy
- Assist staff in locating proper commodity codes
- Educate staff on how to find CS 138 information in SIGMA
- Maintain a CS 138 log with effective and expiration dates
- Coordinate all responses for audit findings
- Prepare CS-138 reports for management and legislature
- Coordinate all CS 138 reports with the Department of Civil Service
- Ensure purchasing website is maintained for Department staff
- Advise Department staff on the process of creating Master Agreements
- Advise Department staff on the process of creating Purchase Orders

Duty 2

General Summary:

Percentage: 15

As the recognized resource, assist external and internal customers by providing information and resolving customer concerns.

Individual tasks related to the duty:

- Provide information on a variety of issues including, but not limited to, the status of bids, payment information, level one information of purchasing processes, master contracts, etc.
- Respond to immediate internal and external customer needs in an accurate, courteous, and professional manner. In addition, provide assistance with troubleshooting issues that affect the Purchasing Section as a whole
- Actively work with Purchasing Section stakeholders to improve processes and promote partnerships

Duty 3

General Summary:

Percentage: 15

Compile, review, and monitor data by creating Purchasing reports using software systems, SIGMA, and Business Intelligence.

Individual tasks related to the duty:

- Prepare reports on CS-138 documents for use with monitoring remaining balances
- Prepare reports on Master Agreement (MA) and Purchase Order (PO) documents for use with monitoring remaining balances
- Prepare reports on MA and PO remaining balances
- Prepare reports on document status, such as approval, draft, and final
- Prepare special reports as needed by MDOT management

Duty 4

General Summary:

Percentage: 10

Record organization and maintenance.

Individual tasks related to the duty:

- Maintain all CSD Purchasing Contracts electronically on "S" Drive and as paper documents
- Review file checklist to ensure the proper documentation is in file folder prior to filing paper documents

- Ensure all active contracts are sent to DTMB and uploaded to the DTMB Internet site

Duty 5

General Summary:

Percentage: 5

Execute low risk acquisitions and contract change notices.

Individual tasks related to the duty:

- Work with internal customers to prepare appropriate bid documents
- Post bids on website and respond to vendor inquiries
- Evaluate with or without a Joint Evaluation Committee and prepare award recommendation
- Create RFP, Purchase Order, or Change Notice for Department Staff
- Adhere to Procurement rules and guidelines throughout the procurement process

Duty 6

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist buyers and manager with special projects as needed
- Assist buyers and manager with preparation for internal and external meetings, including department trainings
- Perform 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.

This position provides oral and written interpretation of purchasing rules related to buying commodities and services for MDOT. MDOT staff and potential vendors could be affected by decisions.

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

Legislative inquiries and responses to new processes requires the supervisor's 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. Occasional lifting of boxes and files.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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 recognized resource responsible for tracking, reviewing, creating, and ensuring CS-138's are processed and used according to Civil Service rules and serves as a liaison between the Department and the Department of Civil Service for CS-138 reporting. This senior level position is the main resource for technical assistance and information support to internal and external customers; adheres to policies, guidelines, and procedures for the procurement of goods and services on behalf of the Department; prepares and finalizes contract documents with information provided by buyers/managers/directors; maintains contract and purchase order information in SIGMA; and serves as a contact person for the State of Michigan and vendor community.

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 Purchasing Section is responsible for procuring essential goods and services for MDOT. This position will assist the Purchasing Section by providing technical assistance and informational support to our internal and external customers to ensure their compliance with DTMB's Michigan Procurement Policy Manual.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 10

Three years of experience as a technician or paraprofessional, including one year of experience equivalent to the experienced level in state service.

OR

Two years of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Civil Service rules for contracting outside of the classified service

Knowledge of the Michigan Procurement Policy Manual

Excellent written and oral communication skills

Problem solving and critical thinking skills

Ability to use Microsoft Office

**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.

None

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