

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

Position Code 1. DPTLTCHAJ40R

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) Highway Operations
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-A	10. Division Southwest Region
5. Working Title (What the agency calls the position) Senior Purchasing Technician	11. Section Operations
6. Name and Position Code Description of Direct Supervisor MARSH, LISA A; TRANSPORTATION MAINT SPV-3	12. Unit Maintenance
7. Name and Position Code Description of Second Level Supervisor BRINK, STEPHEN P; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 1501 E. Kilgore Road, Kalamazoo, MI 49001 / 7:30 a.m.- 4:30 p.m. Mon-Fri (hours may vary)

14. General Summary of Function/Purpose of Position

As a recognized resource, this position completes a variety of complex technical assignments in support of the Southwest Region's purchasing/procurement contracts, invoices, and purchase orders for large, regionwide operations/maintenance contracts such as rest area, tree cutting, mowing, curb sweeping, large animal carcass removal, catch basin cleanout, salt purchasing, traffic control, chemical spraying, etc. Completes maintenance Request for Quote (RFQ) purchases for the Southwest Region. This position also compiles, reviews, and monitors the financial data with the Maintenance Operation's procurement card process and invoicing. This position provides support to the maintenance superintendent, supervisors, and associate region engineer of operations in the region with developing contracts for goods and services at the advanced level of over \$25,000 as needed. The position interprets guidelines and regulations related to state and federal programs, and reviews proposed contract documents by others for accuracy and compliance with procurement procedures. This position also provides support to the region's financial analyst by performing technical assignments in data review, certification and entry, invoicing, and creating reports. This individual must have the ability to design and independently prepare reports to meet specialized needs of varied programs and requests.

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: 65

Performs complex technical assignments in support of the region's maintenance areas for the procurement of contracts, invoices and purchase orders for goods, equipment, and services. Makes independent decisions to accept documentation that supports invoices and interpretation of contract documents and reviews the documentation of others for compliance. This position provides support for financial transactions, various contracts, payment needs, and processes in the maintenance sections of the region.

Individual tasks related to the duty:

- Process vendor invoices to facilitate the approval of payments through the electronic payment process; analyze year end payments for qualifying carryforward purchases. Work with Contract Services Division (CSD) and Accounting Services Division (ASD) to determine eligibility.
- Independently develop procurement documents for solicitation of goods and services from the region level up to \$49,999.
- Complete Request for Quote (RFQ) purchases for maintenance in the Southwest Region. Review work statement, specifications, estimated price for review, and create all the bid language. Once created, the staff will review language and send out bid requests. The senior technician will receive bids, obtain all confidentiality paperwork from bid reviews. After the accepted bid decision is made, write an award synopsis and create purchase order for goods /services.
- Serve as the regionwide SIGMA contact and technician for Pre-Qualified Maintenance Contracting (PMC) for the maintenance area of the Southwest Region. Assist maintenance superintendent and supervisors with compiling the necessary paperwork needed to create the purchase order and pay the invoice in SIGMA. Track PMC processes from creation of the template and bid solicitation to payment of the invoices to ensure funds are available thru the "carry-forward" process when these projects are not completed by fiscal year end deadlines.
- Perform quality assurance review of purchase/procurement contracts, templates, and financial records produced by others within region maintenance for accuracy, consistency, and compliance with requirements prior to bid solicitations in SIGMA.
- Compile, review, monitor and analyze templates and other financial records produced by others within region maintenance for accuracy prior to bid solicitations in SIGMA.
- Serve as the first contact for SIGMA financial issues regionwide prior to reaching out the SIGMA helpdesk to resolve maintenance issues and answer questions. Track and monitor these items for future training opportunities.
- Audit and review maintenance payment documents (e.g. all P-care entries, coding on purchases and the templates used for purchases) randomly for proper coding and description verification. Ensure payments are correctly processed and in accordance and alignment with rules and regulations. When error is identified, work with employee(s) who processed payment to resolve and correct. If there is a complex correction, work with Contract Services Division (CSD) to resolve it.
- Contact and follow up with vendors concerning all aspects of the invoicing process including contract/bid requirements, and standardized invoicing.
- Assist vendors with registration for Vendor Self-Service or acceptable method to get the invoices paid.
- Work with Maintenance Superintendent (TMS 13) and Associate Region Engineer of Operations (EML 15) and CSD to bring on new vendors to the state of Michigan with new contracting methods.
- Determine eligibility for payment within the state accounting system (SIGMA). Create and update region internal practices for maintenance to support efficient operations for various types of payments, including, but not limited to invoices, vendor reimbursement, emergency purchase order, and direct vouchers. Process payments to vendors, generate purchase documents and ensure payments are complete and accurate and approved for payment. Follow up on the status of payments when necessary.
- Determine eligibility of procurement logs submitted by maintenance staff by applying rules and policy to approve processing transactions, upon submitting to Contract Services, and continue to monitor through to completion.
- Create and prepare complex reports, conduct related correspondence from SIGMA and Excel spreadsheets. Research and recommend alternate contracting options. Pull reports on material usage and compare bid results with industry process; and make recommendations to Region Maintenance Superintendent (TMS 13) and Associate Region Engineer of Operations (EML 15) to seek locally sourced contracts in lieu of statewide contracts.
- Monitor and manage warehouse (STORES) inventory for nine maintenance facilities regionwide. Compile, review and monitor financial and general budget data through reconciliation while working with the financial analyst and operation's manager. Work with other department technicians and general office assistants to manage STORES inventory in maintenance facilities.
- Research other region, state, and municipality contracts for similarities when creating new maintenance contracts. Research other state performance-based maintenance contracts to assist in writing new region contracts.
- Track expiration dates of county and municipal contracts, provide support and review contracts documents for consistency and submittal to TSMO.
- Research and rectify all past due issues with vendors for Southwest region using SIGMA and other payment methods. Resolve issues that occur, late payments or payments made to the wrong vendor.
- Review and follow up on issues related to open purchase orders. Research new product purchasing opportunities, based on cost and operational use. Create reports for presentation at financial meetings or supervisor meetings for discussion.
- Prepare CS-138 documents as needed for maintenance.
- Act as the liaison to CSD and ASD for the region to identify and resolve issues.

Duty 2

General Summary:

Percentage: 20

Region resource related to procurement processes and systems. Create training, compile job aids and other resources for reference to assist other staff.

Individual tasks related to the duty:

- Research, develop, and revise internal region maintenance procedures to accommodate changes in department and SOM purchasing/procurement policies.
- Create job aids and conduct SIGMA financial training for all staff. Serve as dedicated resource to train new employees. Based on new department or state guidelines, audit findings, etc., research and identify a need for improved procedures and make recommendations for revisions and work with SIGMA Helpdesk and/or Bureau of Finance and Administration to ensure recommended revisions meet requirements and standards.
- Plan, develop and conduct training for all region maintenance staff to assist in their role in the process. Create job aids and conduct SIGMA financial training for all maintenance staff. Be dedicated resource to train new maintenance employees.
- Assist MDOT SIGMA Helpdesk to update MDOT Financial job aids.
- Attend training and workshops to stay current with policy and procedure. (e.g. Attends workshops put on by DTMB to hear more about the process and changes occurring in policy and procedure).
- Maintain AMP (1A, 1B and Procurement Card) certification.
- Serve as the region liaison for procurement process to CSD and ASD to identify and resolve issues. Write and revise internal procedures regarding procurement process, including "cheat sheets" and "task lists" that have been shared with internal (Southwest) and external (other regions).
- Plan, develop and conduct programs to train and develop Region maintenance staff's knowledge and ability of proper self-entry for time accounting.
- Write and revise procedures to accommodate changes in procurement policy to keep region maintenance employees informed of methods to procure services and new equipment.

Duty 3

General Summary:

Percentage: 10

Other support duties as follows and back-up to maintenance administrative staff.

Individual tasks related to the duty:

- Support, audit, and track the Property Damage Reclamation Process (PDRP).
- Support, audit, and track the Damage Claim(s) (less than \$1000) Procedure for the Damage Coordinator.
- Audit maintenance payroll, monitor proper coding use, equipment usage, and reporting.
- Backup for maintenance payroll.
- Schedule maintenance meetings, prepare agendas, and collect materials for meetings and conferences.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist with the Adopt-A-Highway Program.
- Assist the maintenance training coordinator with maintenance training.
- 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.

Coding decisions, vendor inquiries, employee payroll inquiries, training needs and expectations.

Whenever possible, identify, propose revisions in rules, regulations and procedures as well as implement improvements in the area of responsibility. Determine priorities. Handling of confidential information and work assignments. Determine the most efficient or effective way to complete assignments or disseminate information. Handling work assignments requiring immediate action during supervisor's absence.

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

Vendor disputes, unauthorized purchases, contract interpretation, overtime eligibility, personnel issues.

Changes in work procedures; determination of work priorities when many issues arise that require immediate attention. When any aspect of work is not clear. If a situation arises which is new or controversial. When unsure of supervisor's viewpoint.

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.

Extensive use of a personal computer. Daily operation of computer equipment with related departmental software programs. Ability to work under tight deadlines and perform multiple tasks and/or functions. Ability to transport items weighing up to 25 lbs. Occasional travel and overnight stays.

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?

As a recognized resource, this position completes a variety of complex technical assignments in support of the Southwest Region's purchasing/procurement contracts, invoices, and purchase orders for large, regionwide operations/maintenance contracts such as rest area, tree cutting, mowing, curb sweeping, large animal carcass removal, catch basin cleanout, salt purchasing, traffic control, chemical spraying, etc. Completes maintenance Request for Quote (RFQ) purchases for the Southwest Region. This position also compiles, reviews, and monitors the financial data with the Maintenance Operation's procurement card process and invoicing. This position provides support to the maintenance superintendent, supervisors, and associate region engineer of operations in the region with developing contracts for goods and services at the advanced level of over \$25,000 as needed. The position interprets guidelines and regulations related to state and federal programs, and reviews proposed contract documents by others for accuracy and compliance with procurement procedures. This position also provides support to the region's financial analyst by performing technical assignments in data review, certification and entry, invoicing, and creating reports. This individual must have the ability to design and independently prepare reports to meet specialized needs of varied programs and requests.

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?

Position completes work for maintenance in the Southwest Region assisting both the operations/maintenance side of the organization regarding the procurement of goods, equipment, and services for maintenance.

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

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

OR

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

OR

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

Alternate Education and Experience

Departmental Technician 10

Possession of a Bachelor's degree and one year of professional experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Use computers and manipulate programs.
- Analyze financial records to determine trends, discrepancies, etc.
- Take corrective action.
- Plan and organize work.
- Communicate effectively.
- Maintain favorable public relations with various staff both internal and external to the Department.
- Gather data/information, perform analysis, derive conclusions, and to take action or to make recommendations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a Michigan Procurement (AMP) (1A, 1B and Procurement Card) Certification. If the selected applicant does not have the certification upon hire, they will be required to obtain it within one year of the date of hire or whenever the training is available.

Valid driver's license.

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.

LOGAN BRISTOL

8/7/2024

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