

**State of Michigan
Civil Service Commission**

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

Position Code 1. DPTLTCHE117R

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 Technician-E	10. Division Office of Business Development (OBD)
5. Working Title (What the agency calls the position) MI Contracting Technician	11. Section Business & Workforce Engagement - Detroit Office
6. Name and Position Code Description of Direct Supervisor GRIFFIN, CRYSTAL 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 1060 W. Fort Street, Detroit, MI 48226 / M-F, 8:00am-5:00pm (hours may vary)
14. General Summary of Function/Purpose of Position The MI Contracting Technician is responsible for obtaining and maintaining MI Contracting program data as well as producing comprehensive monthly reports that drive informed decision-making and ensure full compliance with State Legislature. The MI Contracting Opportunity Program is a State of Michigan program designed to support activities that enhance the development and availability of contractors or suppliers for the delivery of the department's programs for small businesses. This position assists in the review and intake of all certification applications for completeness, maintains MI Contracting certification application intake databases/records, and prepares reports and correspondence related to this work.	

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: 45**

Create, update, and maintain MI Contracting database.

Individual tasks related to the duty:

- Create, update, and maintain database for the Small Business Loan, Small Business Incubator and Trucking Training programs.
- Gather data for the Small Business Loan, Small Business Incubator and the Trucking Training programs from OBD staff and program databases associated with this work and enter into the appropriate MI Contracting database.
- Provide support to staff on how to find information in the database.
- Update and maintain database daily as new data is received.
- Draft monthly reports, tracking various aspects of all MI Contracting program (e.g., the Small Business Loan, Small Business Incubator and Trucking Training programs) and submit reports to executive management for informed decision-making and to ensure compliance with the State Legislature.
- Attend all in person meetings related to work, including meetings that require travel.

Duty 2

General Summary: **Percentage: 45**

Assist with program intake activities for Small Business Programs (SBP).

Individual tasks related to the duty:

- Participate in the review of Disadvantaged Business Enterprise (DBE) and SBP certification applications for completeness and critical documentation requirements. Determine the need to request missing application information/documentation set forth by program or if application is complete and prepare for processing.
- Forward all complete applications to compliance for investigator assignment.
- Update intake database for all received applications.
- Maintain and update Michigan Unified Certification Program (MUCP) database to reflect changes in DBE and SBP application status.

Duty 3

General Summary: **Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Participate as a member of the Annual Small Business Conference Development Team.
- Revise procedures as changes in policy occur.
- Assist analysts and management with program tasks.
- 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.

- When there is conflicting priorities.
- When program guidelines, procedures, or policies are ambiguous or silent with regard to the specific issue or question.
- Matters that transcend the authority of the position.

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

- Decisions regarding Michigan Department of Transportation (MDOT) or federal policy.
- Issues regarding expenditures.
- Any issues which are 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.

Typical duties associated with an office setting. The ability to travel and attend meetings/conferences/trainings at various locations statewide is required. 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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <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?

The MI Contracting Technician is responsible for obtaining and maintaining MI Contracting program data as well as producing comprehensive monthly reports that drive informed decision-making and ensure full compliance with State Legislature. The MI Contracting Opportunity Program is a State of Michigan program designed to support activities that enhance the development and availability of contractors or suppliers for the delivery of the department's programs for small businesses. This position assists in the review and intake of all certification applications for completeness, maintains MI Contracting certification application intake databases/records, and prepares reports and correspondence related to this work.

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 Office of Business Development is charged with the implementation of the DBE, SBP, On the Job Training (OJT), Equal Opportunity Contract Compliance (EOCC), Title VI, and Americans with Disabilities Act (ADA) programs. This position serves as a support to the implementation and monitoring of these programs.

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 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

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

OR

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

OR

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

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge and interpretation of:

- State and federal laws.

The ability to:

- Communicate these laws to others.
- Write reports.
- Communicate effectively with others.
- Develop databases.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

KELSEA COLE

5/21/2026

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