

**State of Michigan
Civil Service Commission**

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

Position Code

1. DPTLTCHE129R

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
5. Working Title (What the agency calls the position) On-the-Job (OJT) Program Technician	11. Section Business & Workforce Engagement - Lansing
6. Name and Position Code Description of Direct Supervisor SCHROEDER, PAHOUA N; DEPARTMENTAL MANAGER-3	12. Unit Compliance Services Unit
7. Name and Position Code Description of Second Level Supervisor SUNDBERG, NICHOLAS L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 West Ottawa Street, Lansing, MI 48933 OR 1060 West Fort Street, Detroit, MI 48226 / 7:30 am to 4:30 pm, Mon - Fri (hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as a technician responsible for the On-the-Job (OJT) Program – federally mandated statewide program. Position serves as a point of contact for prime contractors, subcontractors, and unions concerning the OJT Program; ensures federal regulations are being followed by the prime contractors and subcontractors; and supports all OJT related committee meetings. The position coordinates the Gaining Perspective in Success (GPS) program. This possession requires possession of a valid driver's license to conduct interviews.

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: 30

Responsible for coordinating, reviewing, and reporting the progress of the statewide OJT Program, under the direction of the section manager.

Individual tasks related to the duty:

- Determine the three-year average earning of Michigan Department of Transportation (MDOT) prime and subcontractors in order to assign OJT slot allocations.
- Correspond with contractors OJT representative assigning federal required OJT slot allocations under the direction of the section manager.
- Research, review and analyze contractor proposed OJT trainees and yearly contractor training plans ensuring program qualifications are met.
- Compile, review, and analyze monthly reports and training logs to determine OJT's progress and update OJT database.
- Maintain daily communication with contractors by responding to inquiries regarding OJT rules, regulations, and procedures.
- Determine problem areas and alert management so appropriate action can be taken when contractors are in non-compliance.
- Prepare letters informing contractor(s) if they are in non-compliance and monitor required corrective action.
- Prepare the annual Federal Highway Association (FHWA) OJT report as required by the OJT Program federal regulations.
- Review, summarize and present new programs for training when a non-standard training program is proposed.

Duty 2

General Summary:

Percentage: 30

Provide administrative support and assistance in the implementation of MDOT's OJT Program as directed by Office of Business Development (OBD) section manager. Research and develop reports for MDOT and FHWA, as needed. Support all OJT related committees and meetings.

Individual tasks related to the duty:

- Assist the manager with the annual update of the OJT handbook.
- Make recommendations for program improvements.
- Provide requested OJT program information to Office of Business Development (OBD) staff for inclusion in Equal Opportunity Contractor Compliance Reviews.
- Review and analyze waiver requests, compile program data to present findings to section manager for review.
- Represent section manager at meetings pertaining to the OJT Program, if necessary.

Duty 3

General Summary:

Percentage: 20

Conduct OJT Program trainee and contractor interviews. Provide coordination of the GPS outreach program. This duty requires possession of a valid driver's license to conduct interviews.

Individual tasks related to the duty:

- Conduct direct interviews with OJTs to identify and address individual needs and provide specific sources of assistance.
- Collect and maintain accurate interview reports for departmental program use.
- Identify and inform management of OJT concerns and complaints.
- Coordinate with schools for transportation to and from OJT sponsored events.
- Conduct school outreach and present on GPS Program.
- Track GPS participating schools and students.

Duty 4

General Summary:

Percentage: 20

Work with Department of Technology, Management and Budget (DTMB) and section manager to develop and maintain OJT program database. Other duties as assigned by section manager.

Individual tasks related to the duty:

- Coordinate with section manager to compile and monitor statistical data and formulate reports regarding the OJT Program.
- Evaluate information to determine data fields required for database tracking, ensuring compliance with OJT procedures and federal regulations.
- Develop queries and reports, enter statistical information, and generate reports as directed by section manager.
- 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 the federal OJT regulations and MDOT OJT Program rules, regulations, and procedures within the authority delegated by the OBD section manager. These decisions may involve interpretation, consultation, review, implementation and assured compliance with the above in association and coordination with contractors, OJT's and unions. Identify, recommend, and implement improvements with inter-departmental offices.

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

Where there are conflicting priorities. When program rules, regulations, guidelines, and procedures are ambiguous or silent with regard to the specific issue or question. Matters which transcend the authority of the position must be referred to the OBD section manager for 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.

Must be able to remain in a stationary position during shift. Position requires extensive use of a computer. Ability to travel to meetings and seminars. Ability to travel to project locations to conduct interviews. Position may require availability outside of normal working hours based on operational needs. This position requires possession of a valid driver's license.

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. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 a technician responsible for the On-the-Job (OJT) Program – federally mandated statewide program. Position serves as a point of contact for prime contractors, subcontractors, and unions concerning the OJT Program; ensures federal regulations are being followed by the prime contractors and subcontractors; and supports all OJT related committee meetings. The position coordinates the Gaining Perspective in Success (GPS) program. This possession requires possession of a valid driver's license to conduct interviews.

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?

MDOT's OBD is dedicated to increasing the participation of small business and disadvantaged business enterprise (DBE) firms in both federal and state contracting and procurement. OBD's primary goal is to ensure that firms owned and operated by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient. OBD is charged with the implementation of the federally mandated Disadvantage Business Program and Supportive Services, Small Business Program, On the Job Training Program, External Equal Opportunity Contract Compliance, Title VI and External ADA Compliance. This position serves as a part of the compliance team and functions as the OJT Program Technician under the supervision and direction of the section manager.

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:

Knowledge of:

- Understanding of primary functions of the department, as well as a basic knowledge of databases.
- Knowledge of and ability to interpret state and federal regulations.

Skilled in:

- Excellent communication skills.
- Good writing skills and good organization.
- Excellent interpersonal skills. Excellent in exercising independent judgment and taking initiative.
- Proficient in personal computer usage and programs.

Ability to:

- Determine work priorities.
- Analyze data and operations and make recommendations for change.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required and must be maintained throughout employment in the position.

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

7/29/2026

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