State of Michigan
Civil Service Commission

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

Position Code
1. DPTLTCHE

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** TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Financial Services
4. Civil Service Position Code Description Departmental Technician-E	**10. Division** Operations
5. Working Title (What the agency calls the position) Statewide PCard Tech	**11. Section** Statewide Procurement Card and Administrative Services
6. Name and Position Code Description of Direct Supervisor STANSFIELD, MARSHA K; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor WILKE, LACEY; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 320 S WALNUT ST; LANSING, MI 48933 / 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

The purpose of this position is to provide operational support for the Statewide Procurement Card (PCard) Program. Responsibilities include coordinating the issuance of new and replacement PCard accounts, maintaining close communication with departments and cardholders, and ensuring program activities follow established policies and procedures. The position also supports statewide PCard compliance efforts, assists in managing the Amazon Business account activities, reviews exemption requests, prepares reports, and assists with special projects related to program operations and improvement.

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: 60**

Operational support for the Statewide Procurement Card Program processing new and replacement cards.

Individual tasks related to the duty:

- Serve as the primary point of contact for departments regarding the issuance of new Procurement and Travel Cards, as well as replacement cards.
- Run bank-generated reports to identify Procurement and Travel Cards scheduled for replacement due to upcoming expiration.
- Process incoming Procurement and Travel Card applications in accordance with established card procedures.
- Enter required information into SIGMA to establish and maintain card profiles, ensuring the accuracy and completeness of all data entries.
- Communicate with departments and cardholders throughout the Procurement and Travel Card process, including coordinating incoming card delivery, providing receipt and activation instructions, and ensuring all parties understand required steps and procedures.
- Work with departments to resolve issues related to missing or incorrect Procurement and Travel Card application information, including address discrepancies, to prevent delays in issuing cards and creating accurate profiles in SIGMA
- Create and maintain department-specific labels and card sleeves used in the distribution of Procurement and Travel Cards, ensuring accurate contact information and proper assembly prior to mailing.
- Coordinate the mailing and distribution of Procurement and Travel Cards by following each department's established process, determining whether cards should be sent to the DPCA (Department PCard Administrator) or directly to the cardholder, addressing requests for in-person pickup, and assisting departments and cardholders in resolving issues related to cards lost in transit.
- Maintain organized records for card processing by filing all required documentation and applications, ensuring completeness and accessibility throughout the Procurement and Travel Card workflow
- Process requests to update Procurement and Travel Card accounting templates in SIGMA, utilizing the program's exclusive access to card profiles to ensure accurate default accounting information is reflected on each cardholder's profile.
- Run the monthly Inactive PCard report in the bank system and update corresponding profiles in SIGMA to inactive status, ensuring accurate program data and preventing reporting errors for departments

Duty 2

General Summary: **Percentage: 15**

Statewide Procurement Exemption Requests

Individual tasks related to the duty:

- Maintain the permanent exemption tracking spreadsheet, ensuring accuracy and up-to-date information. Collaborate with agencies to address questions regarding approved exemptions and coordinate with the section manager and Statewide PCard Specialist on exemption-related matters.
- Monitor and update the permanent exemption spreadsheet to ensure accurate tracking of active and inactive exemptions.
- Reviews permanent exemption processes by maintaining the exemption tracking spreadsheet, ensuring accurate documentation of active and inactive exemptions, responding to agency inquiries, and electronically filing approved exemptions in accordance with established procedures.
- Maintain and annually review the permanent exemption spreadsheet to ensure accuracy and alignment with State Administrative Guides, Manuals, and Purchasing Guidelines, thereby reducing the risk of audit findings, fraud, and non-compliance.
- Review and process one-time exemption request.
- Communicate and work with departments on one-time exemptions requests.

Duty 3

General Summary: **Percentage: 15**

Statewide Procurement Card Program Reports/Activities

Individual tasks related to the duty:

- Complete quarterly Contract Spend on PCard Reports. Maintain Contract Spend spreadsheets and communicate with DTMB-CPS about reports.
- Complete Fiscal Year Top Vendor Spend Reports.Communicate with DTMB-CPS about reports.
- Complete requested spend and data reports for the PCard Program.
- Complete monthly spend reports to be uploaded into Business Objects.
- Maintain Department PCard Administrator contact spreadsheet.Communicate changes.
- Work with DTMB-CPS on the PCard SharePoint site to ensure that all of the PCard documents are up-to-date and links work.
- Prep documents to put on the PCard SharePoint site.
- Assist Cardholders and Department PCard Administrators when transactions are declined.
- Ensure that all new PCard Cardholders are invited to the State of Michigan Amazon Business Account on a weekly basis.
- Run biweekly reports to identify all cardholder leaving the PCard Program and deactivate or reassign Amazon Business Accounts accordingly.
- Assist PCard Cardholders who are having issues with Amazon Business
- Review and verify completion of Department Cycles and move to Finalized SharePoint folder.

Duty 4

General Summary: **Percentage: 5**

Statewide PCard Mailbox

Individual tasks related to the duty:

- Categorize incoming emails accurately in the Statewide mailbox.
- File emails in the appropriate folder for retention.
- Ensure follow-up is being completed.
- Respond to inquiries.
- Notify the appropriate person in the area if there is an emergency/urgent item.
- Handle email fraud alerts from the bank.Contacting the cardholder and Department PCard Administrator with instructions on how to proceed.

Duty 5

General Summary: **Percentage: 5**

Other duties as assigned

Individual tasks related to the duty:

- Annually ensure reviews are completed of internal operating procedures.Updating as needed.
- Assist with other Statewide PCard responsibilities.
- Administrative support in filing of Statewide documentations.Responsible for sending previous documents to records center.
- Research and forwards procurement card receipts that come to Financial Service.
- Research items purchased on a PCard and sent to the billing address instead of the shipping address.
- Participate in Financial Services teams and projects as requested.
- Participate in Statewide work groups to discuss program issues and system improvements.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position will be independently processing new and replacement cards on a Statewide basis. All departments would be affected by not receiving cards timely. If the card profiles are not entered properly, SIGMA documents would not generate improperly which would impact the ability for the JV1 to be completed accurately and timely.

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

All decisions outside daily routine work or not in compliance with the State PCard Program.

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.

Standard office job, some moving and lifting of file folders and binders. Long hours of sitting and typing. Potential of walking to deliver cards to Downtown State Office Buildings.

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?

The essential duties of this position to process incoming new and replacement cards as well as to handle Statewide Procurement Card responsibilities and special projects.

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

New.

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

The Operations Division provides reliable, accurate, and timely financial services in the following areas: procurement, IT procurement, accounts payable, contract management, statewide procurement card administration, expense claims, computer access security, department vehicle liaison, MiPrint coordination, EUC, and wireless coordinator. This position provides support to the Statewide Procurement Card Program as it will be handling cards, reports and exemptions.

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 rules governing procurement and procurement cards.

Ability to communicate effectively.

Ability to explain instructions and guidelines to others effectively.

Ability to coordinate work and determine priorities.

Understanding and application of strong internal controls.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

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.

NA

I certify that the entries on these pages are accurate and complete.

MICHAELA FABUS-MAIN	7/17/2026
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