CS-214
Rev 11/2013

Position Code
1.

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

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
	DTMB
3.Employee Identification Number	**9.Bureau (Institution, Board, or Commission)**
	Financial Services
4.Civil Service Position Code Description	**10.Division**
Department Tech 7-8-9	Operations
5.Working Title (What the agency calls the position)	**11.Section**
Procurement Card Tech	Statewide Procurement Card and Administrative Services
6.Name and Position Code Description of Direct Supervisor	**12.Unit**
Stansfield, Marsha K; State Administrative Manager -1	
7.Name and Position Code Description of Second Level Supervisor	**13.Work Location (City and Address)/Hours of Work**
Wilke, Lacey; State Division Administrator	Elliott-Larson Building 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 support the Procurement Card program for DTMB, MSP, Civil Rights, Veteran's homes, MSHDA, and the Governor's Office. This position provides coordination of DTMB's Procurement Card transaction details to cardholders and supervisors/delegated approvers. Ensuring transactions are in compliance and all reports and receipts are returned to Financial Services.

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 of Duty 1 **% of Time 50%**

Supports the Procurement Card program for DTMB, Civil Rights, MSHDA, and the Governor's Office.

Individual tasks related to the duty.

- Serves as first point of contact for staff (that DTMB administers the Procurement Card Program for) with transaction detail report questions or Procurement Card issues; including transaction details, receipts, and assistance with dispute resolution.
- Assists in monitoring, investigating, and reporting for the DTMB compliance issues to the DTMB Procurement Card Administrator.
- Coordinates the return of all Procurement Card transaction detail reports to ensure signed approval by supervisor and receipts and supporting documentation are retained. Ensure transactions are made in compliance with all rules, regulations, and Governor issued Executive Directives governing the Statewide Procurement Card Program.
- Make changes to accounting templates in SIGMA.
- Monitor, track, and ensure transaction detail reports are received back and reconciled timely and accurately.
- Notifies cardholders and supervisors when transaction detail reports are past the due date, when transactions may conflict with the Statewide or department Procurement Card rules and/or when documentation is missing.
- Maintains spreadsheet to track spending on services for inclusion in the Personal Services Annual Report to the Legislature.
- Performs follow-up on issues directly with the cardholders and their supervisors.
- Responsible for the monitoring and organizing of shared mailbox.

Duty 2

General Summary of Duty 2 **% of Time 40%**

Supports the Procurement Card program for MSP and Veteran's Homes.

Individual tasks related to the duty.

- Serves as first point of contact for staff (that DTMB administers the Procurement Card Program for) with transaction detail report questions or Procurement Card issues; including transaction details, receipts, and assistance with dispute resolution.
- Assists in monitoring, investigating, and reporting for the MSP/Veteran's Homes compliance issues to the MSP/Veteran's Homes Procurement Card Administrator.
- Coordinates the return of all Procurement Card transaction detail reports to ensure signed approval by supervisor and receipts and supporting documentation are retained. Ensure transactions are made in compliance with all rules, regulations, and Governor issued Executive Directives governing the Statewide Procurement Card Program.
- Make changes to accounting templates in SIGMA.
- Monitor, track, and ensure transaction detail reports are received back and reconciled timely and accurately.
- Notifies cardholders and supervisors when transaction detail reports are past the due date, when transactions may conflict with the Statewide or department Procurement Card rules and/or when documentation is missing.
- Maintains spreadsheet to track spending on services for inclusion in the Personal Services Annual Report to the Legislature.

- Performs follow-up on issues directly with the cardholders and their supervisors.
- Responsible for the monitoring and organizing of shared mailbox

Duty 3

General Summary of Duty 3 **% of Time 5%___**

Supports the Statewide Procurement Card Program.

Individual tasks related to the duty.

- Learns and becomes adept at using the bank provider software program to create reports. Able to assist others on the use of the system.
- Runs reports as requested through the Bank's system or Business Objects.

Duty 4

General Summary of Duty 4 **% of Time 5%___**

Special projects and other duties as assigned.

Individual tasks related to the duty.

- Participate in Financial Services teams or workgroups.
- Assist in writing and updating unit procedures.
- Administrative support in filing of procurement card program transactions.

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

Reviewing Procurement Card details and deciding if transactions are within all policies that cover the Statewide Procurement Card Program. If transactions are not reviewed properly and problems identified timely, the department would be subject to audit findings or fraud.

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

Any request for a Procurement Card to be in excess of the default amounts.

18. What kind of physical effort is used to perform this job? What environmental conditions is 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 lifting of file folders.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME	CLASS TITLE	NAME	CLASS TITLE

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?

23. What are the essential functions of this position?

Provide review of procurement card transactions. Ensure that transaction details are approved and properly documented. Provide assistance to cardholders.

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

Backfill.

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, computer access security, department vehicle liaison, MiPrint coordination, EUC, and wireless coordinator. This position provides support to the Statewide Procurement Card program and the individual agency administration for DTMB, MSP, MSHDA, Civil Rights, and the Veteran's homes.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Word and Excel.

Knowledge of organization, workflow, forms, and procedures.

Knowledge of Civil Service and Administrative Guides governing Purchasing.

Knowledge of Procurement rules and policies.

Ability to organize and track large number of transaction details.

Understand the rules governing Procurement Cards/Travel Card.

Excellent communications skills.

Knowledge of SIGMA.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature **Date**

TO BE FILLED OUT BY EMPLOYEE

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's Signature **Date**

NOTE: Make a copy of this form for your records.