

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 Technology, Management and Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Position Code Description Departmental Technician 7-E9	10. Division Program Strategies and Solutions Division
5. Working Title (What the agency calls the position) Supply Chain/Logistics Technician	11. Section Customer Program Management
6. Name and Position of Direct Supervisor Brad LaMacchia, Departmental Supervisor 12	12. Unit Supply Chain Management
7. Name and Position of Second Level Supervisor Bryan Tanner, State Administrative Manager 15	13. Work Location / Hours of Work State Facilities Administration 3111 W., Saint Joseph St., Lansing, MI 48917 8:00 am – 5:00 pm or some variation
14. General Summary of Function/Purpose of Position	
<p>This position performs a variety of technician duties in support of the Supply Chain Management Unit. This position will be responsible for managing inventory and procurement activities for the unit including using and maintaining a procurement card. The position will be responsible for evaluating purchasing history, set order points and quantities and create purchase orders and direct voucher requests. The position will reconcile procurement card purchases and inventory, develop an audit process for ensuring integrity of the inventory and conduct research regarding product pricing and volume decisions. The position will develop predictive ordering reports and utilize the Computerized Maintenance Management System (CMMS) to store, manage and utilize data.</p>	

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**

Manage inventory and procurement activities for the unit.

Individual tasks related to the duty.

- Develop direct voucher or purchase order requests in accordance with established rules and procedures.
- Set order points and quantities for routine purchases.
- Develop an audit process for ensuring the integrity of the inventory.
- Establish ordering schedules as appropriate.
- Process non-stocked material requests as needed.
- Write justification requests.
- Fulfill special or urgent requests within the established procurement card rules and regulations.
- Research purchasing trends and volume pricing options related to specific work areas and work tools.
- Draft procedures related to the work area, including standards for pricing and volume purchases and inventory verification
- Work with Maintenance Planning staff to create planner scheduler services in the CMMS.
- Create reports related to frequency of purchases, inventory levels, and pricing.
- Monitor and evaluate effectiveness of the use of the sub-cribs and cost savings on inventory purchases.
- Develop and run recurring and requested reports.

Duty 2

General Summary of Duty 2

% of Time **20**

Compile, review and monitor inventory data and the accuracy of inventory control.

Individual tasks related to the duty.

- Enter inventory records into the CMMS
- Review the entries in CMMS by the General Office Assistant staff.
- Establish guidelines for inventory levels and documentation.
- Create and run reports to assist in monitoring inventory.

Duty 3

General Summary of Duty 3

% of Time **15**

Prepare reports and publications and related correspondence.

Individual tasks related to the duty.

- Perform special studies and surveys
- Develop documentation for audit purposes.
- Create publications to inform customers of unit services, options and methods for procurement of items and services.

Duty 4

General Summary of Duty 4

% of Time **15**

Other duties as assigned.

Individual tasks related to the duty.

- Work closely with supervisor and others to ensure effective communication
- Provide assistance with resolutions of problems and issues escalated from the General Office Assistants.
- Attend meetings as required.

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

A best price or volume purchase decision within established parameters.
Schedule of when reports are run.

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

Escalation of issues related to delivery from vendors.
Finalization of policies and procedures.

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.

Position is mostly performed in a standard office setting, often sitting at a computer for periods of time. Moderate lifting, bending and kneeling is required for sorting and filing. May also have to move files, boxes, supplies, tools, materials and occasional heavy objects. At times the job is performed in shop, warehouse, storage or mechanical space, so some exposure to dust, noise, temperature extremes, and mechanical or electrical equipment occurs.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Completed by management.

23. What are the essential functions of this position?

To support the day-to-day supply chain operations in an efficient manner, including procurement of MRO and inventory management.

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

Filling vacancy

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

The division is responsible for the maintenance and operation of facilities for the state of Michigan, Department of Technology, Management and Budget. This unit serves as the central point of contact for MRO in the Building Operations Division. Responsibilities include MRO materials processing, bookkeeping/monitoring of inventory, handling and stocking incoming and outgoing materials, supplies and equipment, scheduling pick-ups and making deliveries. This position helps provide essential support services to staff thereby permitting successful completion of detailed tasks that are necessary in the day to day operations.

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 experienced-level administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

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

OR

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

Departmental Technician E9

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

OR

One year of experience performing advanced secretarial or supervisory administrative support activities equivalent to the 9-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:

- Excellent written and oral communications skills.
- Ability to analyze and assess data and operations to make necessary decisions and carry out duties.
- Must be able to accurately place orders and utilize CMMS and other computer programs.
- Good organizational skills.
- Good customer service skills.
- Ability to communicate effectively and maintain favorable relations
- Accuracy, consistency and effective work ethic.
- Ability to manage, keep secure and properly utilize a state-issued procurement card.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan driver's license.

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.

N/A

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.