

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Finance and Administrative Services
<b>4. Civil Service Position Code Description</b> Departmental Analyst-A	<b>10. Division</b> Procurement and Administration
<b>5. Working Title (What the agency calls the position)</b> Senior Information Technology (IT) Contract Analyst	<b>11. Section</b> Procurement
<b>6. Name and Position Code Description of Direct Supervisor</b> DINE, DONALD A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> KWIECIEN, LAURA E; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 611 W OTTAWA ST; 4TH FLOOR, LANSING, MI 48933 / 80
<b>14. General Summary of Function/Purpose of Position</b> This position serves as the recognized resource for Information Technology (IT) contracting and procurement, providing high level guidance to all bureaus and agencies in LARA in the development of new and existing complex IT contracts and purchases. These complex purchases include multi-year negotiations, contracts which result in Master Agreements and significant Statements of Work and Service Level Agreements, with contract values in the millions of dollars. Performs in-depth research activities including but not limited to researching program needs through needs assessments, vendor review and IT programs analysis, and incorporation of legislative requirements and parameters to be utilized in the development of IT contracts. Includes the contracting for, and purchase of, large-scale IT systems and services that impact bureaus, citizens, and regulated industries statewide. The position also serves as the MiProData systems administrator and leads the implementation and ongoing continuous improvement of the MiProData system for managing contracting and procurement activities and initiatives in LARA.	

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**

Serve as the recognized resource for complex Information Technology (IT) contracting and purchasing, providing guidance and direction to all bureaus and agencies within LARA in the development, modification, maintenance, implementation and tracking of new and existing contracts. These purchases will typically entail multi-million dollar commitments, lengthy negotiations, and extensive Service Legal Agreements and Statements of Work.

**Individual tasks related to the duty:**

- Serves as the recognized resource for LARA bureaus and agencies including research activities to be utilized in the development of new IT contracts. Ensure that contracts for IT services reflect bureau requirements, needs, specifications and deliverables; federal and state regulation, DTMB requirements, and contracting/purchasing best practices. Create and negotiate Service Level Agreements and Statements of Work to ensure LARA bureaus' interests are protected.
- Conducts in-depth research and analysis to be utilized in the development of complex, high-cost IT purchasing contracts; prepares reports, and conducts correspondence related to the IT contract and procurement activities of the department.
- Analyzes on-going program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness for the IT contracts and procurement initiatives within LARA.
- Develop and recommend alternatives to IT contract and procurement strategies to address and resolve a variety of issues and problems.
- Evaluates documents and applications for possible inclusion in IT contracts and procurement processes; determines eligibility or compatibility with the objectives and priorities of the program area
- Coordinates and meets with bureaus, agencies, and DTMB to complete the IT procurement contracts process with submission of the Procurement Requirements Checklist.
- Leads meetings to gather information, review documents in the development of complex IT contracts and procurement and establish IT contract processes.
- Provides complex review of existing IT contracts to identify required changes and modifications to strengthen the contracts for LARA. Develop and submit Change Notice (CN) and General Requests (GR) to DTMB to update existing contracts.
- Reviews developed and existing contract documentation to ensure compliance with DTMB contractual requirements and legislative requirements.
- Evaluates high-level IT purchase requests, ensures compliance, and prepares reports.
- Processes IT submission including Delivery Orders (DOIT1's) and Information Technology Requisition (RQNIT1)'s.

**Duty 2**

**General Summary:**

**Percentage: 35**

This position will serve as the Administrator of the Michigan Procurement Database (MiProData) Program providing program oversight and direction to LARA's bureaus and agencies regarding system implementation and ongoing continuous improvement.

**Individual tasks related to the duty:**

- Serves as point of contact for all MiProData inquiries for LARA.
- Collaborates with DTMB in the Development of the MiProData program for LARA.
- Complete user acceptance training for program modifications and enhancements.
- Evaluates and identifies SIGMA document and Master Agreements to be utilized in the development of the MiProData program.
- Provides oversight of MiProData program for LARA.
- Research LARA's bureaus and agencies' needs regarding the MiProData program. Works in conjunction with DTMB and LARA bureaus and agencies to develop and implement new versions and enhancements.
- Meet with leadership of LARA bureaus, commissions, etc . to ensure all program areas' needs are captured within the MiProData program.
- Run ad-hoc reports and interpret data to inform implementation efforts. Develops and maintains MiProData dashboards.
- Audits MiProData to ensure all required documents, processes, approvals are properly recorded within the system to ensure compliance with state audit requirements.
- Develops and facilitates training to LARA bureaus and agencies on the use of the MiProData program.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

Special projects and other duties as assigned to meet the IT contract and procurement needs of the department.

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

Daily decisions are made regarding contract development and purchasing compliance. Improper decisions could result in audit findings related to the department's ability to comply with DTMB policy.

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

Issues which potentially have major policy implications should have manager consultation and guidance.

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.

General office environment

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?

Serves as an IT Contract/Procurement analyst for LARA; see as outlined in the general summary & Duties 1-2

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

New position

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

The function of Procurement and Administration Division is to provide purchasing services, SIGMA support and administration of the Procurement Card program and various grants for the Department.

The analyst serves as an IT Contract/Procurement Analyst for LARA.

This position functions as an analyst and recognized resource for performing research, analysis, documentation, and process improvements for the procurement processes for the department programs and initiatives which involve all IT contract monitoring.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

**Departmental Analyst 12**

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

**Alternate Education and Experience****Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**Departmental Analyst 12**

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Contractual knowledge and experience
- Computer systems and software.
- Principles and practices of research and analysis
- DTMB IT contract and purchasing procedures.

Prefer four years of professional experience, including one year of professional experience working with the State of Michigan - Procurement Card Program and procuring specialized commodities and services in accordance with the State of Michigan policies and procedures.

Skilled in:

- Advanced skills in Databases and spreadsheets.
- Experienced at Developing IT and non-IT contract documentation,
- Creation of training materials and performing training sessions.

Ability to:

- Communicate with others effectively at a level appropriate to the audience.
- Research, collect, organize, evaluate, and present information effectively.
- Provide quality customer service, build trust through integrity of work, and establish and maintain effective relationships with unit, system users, and industry partners.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

**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.***

DIANE GRIGGS

3/4/2026

\_\_\_\_\_  
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