

State of Michigan  
Civil Service Commission

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

Position Code
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### 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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance and Administrative Services
4. Civil Service Position Code Description DEPARTMENTAL ANALYST TRAINEE-E	10. Division Procurement and Administration
5. Working Title (What the agency calls the position) Procurement Analyst Trainee	11. Section Procurement
6. Name and Position Code Description of Direct Supervisor DINE, DONALD A; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor KWIECIEN, LAURA E; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 Ottawa Street, 4th Floor   Lansing, MI 48909 / M-4 8:00-5:00 with Remote and AWS if Applicable
14. General Summary of Function/Purpose of Position Under close supervision while in a Trainee capacity, this position conducts research, performs analysis, tracks metrics, and provides recommendations related to procurement programs/initiatives. Primary duties of this position include the following: (1) Perform research and analysis to inform the development of contracts and provide LARA bureaus with interpretation of IT contracts and purchases; (2) Conduct research, analysis, documentation, and process improvements for the procurement processes for the department programs and initiatives, including but not limited to Special Personal Services (SPS) contract process; (3) Maintains, implements and/or evaluates related training and documentation to ensure program quality, productivity, and adherence to internal/contractual controls for the department's procurement and contract development processes.	

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: 65**

Serve as an informational and analytical resource for LARA bureaus and agencies for information technology ("IT") contract development and IT purchases.

**Individual tasks related to the duty:**

- Serves as liaison between LARA bureaus and agencies and DTMB providing research to be utilized in the development of IT contracts.
- Research information to be utilized in the development of IT contracts. Ensures that Bureau and agency contractual needs, specifications, and deliverables will be met by reviewing contract language, developing new or revised contract language, and ensuring that necessary language and specifications are included in purchasing contracts. Collaborate with Bureau and agency management to define their needs, specifications and deliverables; draft, or assist others to draft, contract language.
- Provides review of contract documentation to ensure compliance with state policies during the development, posting and awards of state contracts.
- Serve as a resource for bureaus, agencies and vendors inquiries for IT contract language throughout the development and award of IT contracts.
- Evaluates purchase requests, ensures compliance, and prepares reports.
- Process Information Technology Delivery Orders (DOIT1's) and Information Technology Requisition (RQNIT1's).

**Duty 2**

**General Summary:** **Percentage: 20**

Under close supervision while in a training capacity, research and coordinate Geographically Disadvantaged Business Enterprise (GDBE) procurement initiatives, to advance LARA's efforts to meet Executive-level direction and goals related to GDBE.

**Individual tasks related to the duty:**

- Performs market research to identify qualifying Geographically Disadvantaged Business Enterprise (GDBE) vendors for use by LARA bureaus; promotes the initiative to bureau leadership and educates leadership about qualifying vendors and effective utilization of the program.
- Report on and analyze GDBE bureau spending; develops and implements tactics to be utilized throughout LARA to advance the department's spending choices to meet the Governor's GDBE spending directive.
- Provides GDBE purchasing training to Bureaus and agencies.
- Compiles spending and research data and submits GDBE spending reports.
- Register qualifying GDBE vendors on SIGMA.

**Duty 3**

**General Summary:** **Percentage: 10**

Assist LARA bureaus and agencies with procurement related issues and provides monitoring within the department. Serve as the point of contact for FAS and assist other LARA bureaus and agencies with procurement training. Additionally, this position provides guidance and support through the Special Personal Services (SPS) contract process

**Individual tasks related to the duty:**

- Audit bureaus' and agencies' procurements and develops process improvements to address deficient findings.
- Develops and implements department policies and procedures in accordance with Statewide policies and procedures related to procurement.
- Develops, presents, and maintains department wide procurement trainings.
- Performs audits to ensure LARA remains in compliance with DTMB contract monitoring schedules and requirements.
- Serves as liaison between LARA agencies and DTMB to facilitate resolution of problems that may arise pertaining to purchasing.
- Research and develops documents for CS-138 submissions.
- Develops and maintains processes to provide for tracking of existing CS-138s to ensure renewals are submitted and processed timely.
- Performs analysis to determine if current Bureaus and agencies contract needs, specifications, and deliverables are addressed within current contract(s). Make contract change recommendations and process General Requests (GR) requests to DTMB.

**Duty 4**

**General Summary:** **Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Develops, maintains, and distributes policies, procedures, and request forms related to LARA group meetings, coordinating within the bureau, as needed.
- Acts as the single point-of-contact for all group meeting requests.
- Reviews group meeting requests and forms to ensure that group meeting requests align with policy and works within FAS bureau to obtain all necessary approvals for requests.
- Advises bureaus of correct purchasing path for all aspects of requested group meetings.
- Maintains the LARA group meeting mailbox.
- Provide limited back-up support for other division employees.
- 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.**

Daily decisions are made regarding IT contract development and purchasing compliance and group meeting administration. 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 potentially having major policy implications.

**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"/> 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?**

Yes

**23. What are the essential functions of this position?**

Under close supervision while in a training capacity, and independently once fully trained, serves as a procurement analyst for LARA; see as outlined in the general summary and duty statements.

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

Removed language indicating the position handles "complex" IT contracting matters.

**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 Procurement Analyst for LARA. This position is also responsible for IT contract monitoring, CS138 creation and tracking, SAB/PPC requests for the entire department, facilitating the achievement of LARA's goals related to GDBE procurement, and research, analysis, documentation, and process improvements for the procurement processes for LARA programs and initiatives.

**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 9 - No specific type or amount is required.

Departmental Analyst 10 - One year of professional experience.

Departmental Analyst P11 - Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Preferred - 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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge, skills and abilities as defined in the job specification, plus:

- .Knowledge of statewide procurement policies and procedures for reviewing and processing requests
- .Knowledge of grants administration
- A high level of interpersonal skills
- Proficiency in using Microsoft office products and SIGMA.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required

*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.***

AMBER CLOUSE

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date