

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

Position Code 1. DPTLTCHEQ38R

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 MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Operations
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division State Operations
5. Working Title (What the agency calls the position) Department Technician	11. Section Purchasing & Contracts Section
6. Name and Position Code Description of Direct Supervisor PREMOE, TARA L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BREEDEN, RACHELLE L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3423 N. Martin Luther King Jr. Blvd, Suite 300, Lansing / 7:45 am to 4:30 pm, Monday through Friday

14. General Summary of Function/Purpose of Position

This position will be assisting with a variety of technical assignments in support of the purchasing and contracts section. The technician creates and maintains data tracking, creation of spreadsheets and purchasing files, is responsible for opening and closing transactions related to purchasing transactions. The primary functions of this position are to assist the purchasing and contracts staff in the completion purchasing functions which include the purchase orders (PO's), obtaining quotations for the purchase of supplies, equipment, services, materials and repair parts. Audit freight bills and assures delivered items are specified and received. Maintains files, computerized records, and completes spreadsheets and reports as required. Analyzes costs and pricing of orders and transportation of items. Seeks ongoing guidance of procurement issues, processes, policies and procedures, and assisting with analyzing data, purchasing operations, and preparation of correspondence as it relates to procurement activities. Assists in maintaining records as they relate to the DMVA fleet of leased and agency owned vehicles. This position requires knowledge of computer skills which includes (Microsoft Office Suite, Word, Excel, Access, etc.), SIGMA, and a basic knowledge of the proper procurement policies, procedures, and processes for commodity and services acquisitions. This list of duties and responsibilities is not intended to be inclusive and DMVA reserves the right to assign additional duties.

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: 50

This position is responsible for performing a variety of technical assignments in support of departmental programs, services and activities.

Individual tasks related to the duty:

- Create and maintain spreadsheets.
- Assist the Purchasing Manager with tracking deadlines and other information as needed.
- Assisting callers with providing appropriate information or referring to appropriate staff member as necessary.
- While under the direction of a professional buyer, prepare spreadsheets, purchasing requests, reconciling, and pulling of files.
- Assists in maintaining records as they relate to the DMVA fleet of leased and agency owned vehicles.
- Perform research for purchasing staff.
- Prepare documents for scanning, copying, emailing, etc.

Duty 2

General Summary:

Percentage: 40

Review, evaluate and interpret bid documents submitted by buyer, manager and department staff.

Individual tasks related to the duty:

- Complete documentation and enter pertinent information on spreadsheets as requested by buyer or buyer manager relating to bid solicitations and other procurement related projects.
- Respond to requests for information and/or assistance from internal staff as necessary relating to procurement functions. Obtain approval and advise supervisor of any action necessary based on the reported information as it relates to procurement functions pertaining to the department. Complete purchasing requests and enter pertinent information into Smartsheets.
- Become knowledgeable with the policies, procedures, laws and rules and regulations as they pertain to the purchasing and contracts section.
- Obtain quotations for the purchase of supplies, equipment, services, materials and repair parts.
- Audit freight bills and assures delivered items are specified and received.
- Maintains files, computerized records, and completes spreadsheets and reports as required.
- Analyzes costs and pricing of orders and transportation of items.
- Files and/or removes records pertaining to the above and maintains them in an accurate and orderly fashion.
- Performs work as it relates to the purchasing and contracts section as assigned.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

Other technical duties as assigned.

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

Initial decisions on tasks will be made initially with the direction of buyer, buyer manager, or other departmental staff as necessary.

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

Interpreting Departmental and DTMB policies and procedures.

Final decisions on purchase requests.

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.

The job is performed in a general office environment. The position requires minimal physical effort or exertion. Physical effort would be sitting, standing, and walking to other areas and transporting files within the office. This position may require occasional travel. Environmental conditions would be limited to exposure of the heating and cooling of the building during the 8-hour workday.

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?

Assists in obtaining quotations for the purchase of supplies, equipment, services, materials and repair parts. Audits freight bills and assures delivered items are specified and received. Provides support of departmental special events and state active duty required items. Maintains files, computerized records, and completes spreadsheets and reports as required. Analyzes costs and pricing of orders and transportation of items. Performs emergency assignments upon request. Maintains contact with the vendor community and State/Federal employees. Maintains DMVA fleet of leased and agency owned vehicles. This list of duties and responsibilities is not intended to be inclusive and DMVA reserves the right to assign additional duties.

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

Small reference changes to the PD only to align with new systems. Specifically, Bid4Michigan changed to SIGMA in box 14. 6-1s were removed from the PD and replaced with purchasing requests. The access databased in duty 2 tasks was changed to SmartSheet. All other duties

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

The Purchasing and Contracts Section is within the Division of Administrative Services, State Operations, which is responsible for management and monitoring of department-wide accounting, budgeting, purchasing, fixed assets, motor vehicles, equipment, and many other administrative operations. State Operations provides DMVA budget development, agency and program budgeting, state-wide armory rental program, projections of revenues, expenditures and fund balances, revenue receipting, and accounts payable; provides vehicle travel services to DMVA state employees, property management services, property inventory, departmental purchasing, including purchasing for National Guard installations and air bases, veterans homes, departmental warehousing, shipping, transportation, mail services and maintenance activities. The Purchasing and Contracts Section is responsible for coordination of all the DMVA's procurement activities, including State/Federal Training Sites (Alpena CRTC, Battle Creek ANGB, FCTC, Camp Grayling, Grand Ledge AASF, JFRC, Selfridge ANGB and USPFO) and forty-three separate armories state-wide. Monitoring service contracts, contract compliance, and fleet management. Process for payment documents for all commodities and services. This position will serve in an entry-level learning capacity assisting with a variety of technical assignments in support of the purchasing and contracts section.

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 as a technician or paraprofessional equivalent to the entry level in state service.

OR

One year of experience performing 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 administrative support activities equivalent to the 9-level in state service.

OR

One year of experience as a supervisor of 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:

Knowledge of State of Michigan DTMB, Purchasing Operations rules, regulations, policies and procedures.

Ability to use microcomputer; Microsoft Word and Excel software.

Ability to abstract and present significant facts from data.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

This updated PD is a current, accurate representation of the duties assigned to the position.

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

MEGHAN FORD

Appointing Authority

8/18/2026

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