

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. DEPSPL2L93N

## 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> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Field Services (BFS)
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL SPECIALIST-2	<b>10. Division</b> Transportation Systems Management & Operations (TSMO)
<b>5. Working Title (What the agency calls the position)</b> Contract Administrator Specialist	<b>11. Section</b> Maintenance and Fleet Services
<b>6. Name and Position Code Description of Direct Supervisor</b> CROZE, TIMOTHY; ENGINEER MANAGER LICENSED-5	<b>12. Unit</b> Contracting
<b>7. Name and Position Code Description of Second Level Supervisor</b> ZIMMER-JANECZKO, KIMBERLY; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 6333 Lansing Road, Lansing, MI 48917 / M-F 8:00am - 5:00pm (hours may vary)

**14. General Summary of Function/Purpose of Position**

This contract specialist position serves as the Michigan Department of Transportation's (MDOT) expert for the administration of statewide Trunkline Maintenance Contracts for counties and municipalities, amounting to approximately \$160 million annually. This includes sole responsibility for the review and approval of all Trunkline Maintenance Subcontracts up to \$500,000. Serving as the departmental contract administrator specialist, this position leads, develops, and approves subcontracts and responds to complex contracting and subcontracting questions and concerns which have considerable impact on the department. This position performs analytical assignments including researching related data, costs and contract related issues.

In addition, this position serves as the primary liaison with the Contract Services Division (CSD) and is a member of the MDOT/County Road Association (CRA) Contract Negotiation Team providing professional expertise and assistance in resolving contractual issues. Responsibilities include coordinating, developing, and processing various maintenance contracts including Indefinite Delivery System (IDS), county, municipality, roadside related contracts, environmental cleanup, consultant contracts, Emergency, Memorandums of Understanding's (MOU), chemical storage, and other contracts as needed.

**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**

This position functions as the recognized contract expert for the work area responsible for statewide Trunkline Maintenance Contracts, IDS, chemical storage, pollution control, MOU, Adopt-A-Highway, and emergency contracts. This position is also responsible for the review and approval of all State Trunkline Maintenance subcontracts department-wide, which are unique to MDOT and require unique and specific processes and procedures. Decisions have a considerable impact on MDOT both externally and internally.

**Individual tasks related to the duty:**

- Serve as the subject matter expert and point of contact for all questions concerning statewide Trunkline Maintenance Contracts and procedures including resolving complex contract issues (e.g., contracting for unique items/services not typically contracted for in the past, local agency maintenance contracts). Provide technical support, evaluations, and contract expertise on contract related issues to management.
- Make recommendations on program policies and procedures including forms and processes and suggested language.
- Work with Attorney General (AG), Office of Commission Audit (OCA), Department of Technology, Management, and Budget (DTMB), contract agencies, contractors, Transportation Service Centers (TSC), Regions and other MDOT staff initiating and developing contracts.
- Serve as a member of MDOT's negotiation team for negotiating contracts with CRA and other miscellaneous contract teams.
- Manage and track contract changes and draft new contract language as needed.
- Act as a liaison with agencies, consultants, stakeholders, and organizations including CRA, AG, OCA and contract agencies to develop and process contracts.
- Manage and develop language for consultant contracts for maintenance related activities.
- Analyze and interpret Department and State rules and administrative legislation to ensure compliance with contract procedures.
- Research, collect, analyze, maintain, and report on maintenance contracting including databases and spreadsheets.
- Respond to inquiries, requests, and issues related to Trunkline Maintenance Contracts. Provide consultation and technical contract direction to contract agencies and MDOT staff.
- Draft and obtain approvals on Emergency letters submitted to the State Administrative Board (SAB) for approval.
- Represent the work area on MDOT Interdisciplinary Team for Title VI.
- Provide data and required information for OCA to perform contract reviews.

**Duty 2**

**General Summary:**

**Percentage: 25**

Serve as point of contact and recognized subject matter expert for all maintenance subcontracts statewide. The maintenance subcontracting process is unique to the Department and involves politically sensitive contracting issues. Review and approve all subcontracts less than \$500,000. Research and analyze contract issues to resolve contracting problems. Work closely with TSC, Regions, AG, OCA, CSD, and local agencies to resolve all contract issues.

**Individual tasks related to the duty:**

- Serve as the Department's subcontract specialist for statewide Trunkline Maintenance Contracts which includes answering subcontracting questions, resolving concerns, etc.
- Review and approve all subcontracts (426's) and contract documentation less than \$500,000. Draft write-ups for SAB approval on contracts above \$500,000.
- Work closely with Regions, TSC's to resolve contract issues.
- Assist Regions and TSC's in developing and approving subcontracts to address emergency situations.
- Train TSC and local agency staff on the subcontract process.
- Draft contract language for incorporation into contracts for all program areas of the maintenance section.
- Make recommendations on processes and designs forms, procedures and guidelines.
- Lead, design, update, and execute the subcontracting processes and contract language. Formulate and implement new procedures, policies and process improvement strategies.
- Work with Regions, TSC's, AG, OCA and CSD on complex subcontracting issues (e.g., operations of a lift bridge, incorporating performance-based specifications into subcontract language).
- Lead, design, and execute various contracting processes with attention to detail.
- Input and track all subcontracts including extensions and multi-year subcontracts.

**Duty 3**

**General Summary:**

**Percentage: 5**

Perform contract amendments, modifications and extensions. These include all requested increases in dollar amounts, time extensions, language modifications, or novation changes. Amendments also include retroactive requests for contracts which invoke a different process that may include additional approvals.

**Individual tasks related to the duty:**

- Meet with Project managers to discuss contract needs to determine type of amendment required.
- Draft request for amendment, modifications, or extensions, to be submitted for approval by management.
- Obtain all required approvals including SAB, OCA, AG and others as required.
- Problem solve and address contract issues and requests in a timely, efficient manner to avoid becoming retroactive.
- Develop contract language modification with high level attention to detail as requested by the Project Manager.
- Process and help the Regions/TSC with contract modifications.

**Duty 4**

**General Summary:**

**Percentage: 5**

Serve as contract expert and provide training to staff, Regions, TSC's and contract agencies. Identify training opportunities to promote efficiency and better understanding of requirements in highway maintenance work throughout the state. Develop and design training information. Contract training is on-going and occurs statewide.

**Individual tasks related to the duty:**

- Participate on various training teams including maintenance coordinators foundation training.
- Plan and coordinate the training of staff in designated program areas.
- Work with TSC's and Regions to provide one-on-one training.
- Develop training materials, guidance documents, and processes for contract training to meet the needs of the department.
- Participate on various teams to develop and perform contract training.
- Develop surveys to assist in planning and implementation of training.
- Build positive relationships with MDOT departments and CRAs.

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

This position oversees and approves all subcontracts submitted by the Regions/TSC's throughout the state. It is responsible for independently reviewing all contracts including those over \$500,000 and submitting them for SAB approval. Daily, contracting situations arise related to trunkline maintenance contracts and requests for assistance are presented and the individual must advise Regions/TSC's on how to best resolve difficult contracting situations. Situations can be political in nature, so professional communication and advice consistent with policy, law, and past practice is critical. The individual must be knowledgeable about all the Rules and Requirements of the contracting process. Critical decision making on an independent basis is required. Heavy workload and many deadlines dictate the individual to evaluate priority of work.

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

Supervisor's guidance is requested in matters of policy involving political sensitivity. Decisions that would have a significant impact on MDOT. This includes contract non-compliance issues or special assignments as assigned.

**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.**

Must maintain confidentiality when handling highly sensitive issues.

Must be able to remain in a stationary position for extended periods of time operating a computer.

Must have the ability to travel statewide, as needed, to attend meetings and trainings. Position may require availability outside normal working hours based on operational needs.

Heavy workloads- when required to meet specific deadlines. High stress work- contract language/development necessitates great attention to detail.

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?

This contract specialist position serves as the Michigan Department of Transportation's (MDOT) expert for the administration of statewide Trunkline Maintenance Contracts for counties and municipalities, amounting to approximately \$160 million annually. This includes sole responsibility for the review and approval of all Trunkline Maintenance Subcontracts up to \$500,000. Serving as the departmental contract administrator specialist, this position leads, develops, and approves subcontracts and responds to complex contracting and subcontracting questions and concerns which have considerable impact on the department. This position performs analytical assignments including, researching related data, costs and contract related issues.

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

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

The position serves as the contract expert for the department specializing in statewide Trunkline Maintenance Contracts. The position is critical in helping the Regions and TSCs with contracting issues. This position works closely with CRAs, Contract Agencies, Government Agencies, AG, OCA, and other various agencies as required.

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 Specialist 13 - 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Contracting procedures and legal requirements.
- Extensive knowledge of state and federal laws and regulations related to the contracting process.
- Experience in analyzing, assessment of policy, and organizational skills.

Skilled in:

- Contracting background, computer skills, problem solving skills, attention to detail.
- Proficiency with Microsoft Office Suite, CTRAK, Statewide Integrated Governmental Management Application (SIGMA) and other data bases.

Ability to:

- Solve problems with political implications.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license preferred.

*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.***

CHRISTINA TIJERINA

4/1/2026

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