

**State of Michigan  
Civil Service Commission**

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

<b>Position Code</b> 1. DEPSPL2
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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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TECH, MGMT AND BUDGET - MB
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Customer Service
<b>4. Civil Service Position Code Description</b> Departmental Specialist-2	<b>10. Division</b> Relationship Management
<b>5. Working Title (What the agency calls the position)</b> Geographically Disadvantaged Business Specialist	<b>11. Section</b> Supplier Relations
<b>6. Name and Position Code Description of Direct Supervisor</b> CAMP, WILLIAM C; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> DAVIS, STEPHEN P; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Constitution Hall, 1st Floor, Lansing / 8:00 am-5:00 pm
<b>14. General Summary of Function/Purpose of Position</b> <p>This position coordinates the development and implementation of the Michigan Supplier Community (MiSC) and the Geographically Disadvantaged Business Enterprises (GDBE) programs for DTMB Central Procurement and State departments/agencies and ensures the State's compliance with the Governor's Executive Directive 2019-8. Additionally, this position will coordinate development and implementation of additional supplier outreach activities as realized. This individual will develop and implement strategies for increasing the economic impact of small and geographically disadvantaged business enterprises in Michigan, who do business with the State. This position will also develop policies and procedures to implement the MiSC program, as well as provide training and represent DTMB at outreach events. This individual may provide back-up support to the Supplier Relations section as needed.</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:****Percentage: 55**

Coordinates development of, implements, and monitors the Michigan Supplier Community (MiSC), Geographically Disadvantaged Business Enterprises (GDBE), and other supplier engagement programs.

**Individual tasks related to the duty:**

- Serves as the program specialist working to implement the MiSC & GDBE programs, including training for State of Michigan procurement professionals and external customers.
  - Formulates procedures, policies, and guidelines related to State supplier outreach and engagement to ensure removal of barriers related to State purchasing procedures.
  - Develop and present supplier outreach training to State of Michigan purchasing professionals and external customers.
  - Designs and implements methods for program review, evaluation, and cost analysis.
  - Serves as technical advisor to the Executive Office on issues regarding MiSC, GDBEs, and supplier engagement.
- Interprets Executive Directive 2019-8 (ED 2019-8), as well as existing and proposed laws, policies, and procedures, as they relate to suppliers and their business relationship with the State. Consults with state, local, and federal government as well as interested parties in this regard.
- Designs and conducts surveys to assist in the planning, implementation, and evaluation of MiSC & GDBE programs; consolidates data and prepares progress reports for the Executive Office.
- Increase participation of small businesses and GDBEs in the bidding process.
  - Develop, implement, and monitor goals for vendor registrations and MiSC transactions with the State of Michigan.
  - Encourage GDBEs to participate in the State contracting process.
  - Ensure compliance with ED 2019-8 regarding contracting with GDBEs.
- Promote the economic development of MiSC & GDBE-eligible businesses.
- Serves as technical advisor and liaison for Central Procurement with supplier organizations.
- Maintains and/or increases relationships with internal and external partners (e.g., Small Business Association of Michigan, Procurement Technical Assistance Centers, Michigan Economic Development Corporation) and various state agencies.

**Duty 2****General Summary:****Percentage: 35**

Develop and implement communication strategy to support supplier engagement and the MiSC & GDBE programs.

**Individual tasks related to the duty:**

- Draft outreach and promotional materials to market supplier engagement opportunities with the State of Michigan and the MiSC & GDBE programs.
  - Develops and/or updates presentation materials (e.g. PowerPoint presentations, pamphlets, videos, etc.)
  - Designs and conducts surveys or special studies to evaluate promotional materials and efforts, consolidates data, and prepares reports to identify areas of improvement.
  - Creates press releases and coordinates publication with DTMB Communications Director
- Develops supplier engagement, GDBE, and MiSC program communication materials for placement on various outlets.
- Identifies appropriate outreach events and secures permission and funding to participate.
  - Delivers presentations at outreach events.
  - Staffs exhibit tables and talks to suppliers at events.
  - Follows up with suppliers, as necessary, after outreach events.
  - Drafts brief summaries of events to share with DTMB Central Procurement and Executive Office.
- Assists in planning and coordinating events presented by DTMB and/or State of Michigan.
  - Schedules venues, audio/visual needs, etc.
  - Advertises and promotes event with assistance from DTMB Communications Director's Office.
  - Assists with event content development.
- Identifies and develops success stories for use by the DTMB Communications Director.
- Participates as a member on related steering committees or teams.

**Duty 3****General Summary:****Percentage: 10**

Special projects and other assignments, as needed.

**Individual tasks related to the duty:**

- Assist with special assignments as requested.
- Provide back up to other Supplier Relations section functions.
- 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.

Represents Central Procurement, DTMB, and the Executive Office at meetings and outreach events. As such, discretion in what is said is critical to a positive public image. The position must also make goal-setting decisions and take action to ensure appropriate monitoring and reporting requirements are addressed, and that the information is available and presentable for any subsequent programmatic decisions. The position must also design internal and external communications to educate and encourage small businesses and GDBEs to do business with all state departments and agencies. Coordination with DTMB communications personnel is critical.

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

Final decisions on cash expenditures, marketing and promotional items and presentations, approval of GDBE portion of MiSC plan. Decisions on which outreach events to participate may be made by the section manager, division director, DTMB Central Procurement, or Executive Office.

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.

Mostly office setting: physical effort normally associated with a general office environment. Some travel required for outreach events. May need to carry laptops, projectors, large exhibit displays, and boxes of handouts to outreach events.

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?

Agree

23. What are the essential functions of this position?

- Work with manager, DTMB, and Executive Office to develop supplier engagement, GDBE, and MiSC programs.
- Create training for procurement professionals and external customers.
- Monitor plan and report results to DTMB Central Procurement and Executive Office.
- Lead supplier outreach efforts for the State of Michigan.
- Speak at outreach events.
- Develop promotional materials.

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

N/A

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

This position serves as the subject matter expert on supplier engagement and the new MiSC & GDBE programs. This position is responsible for increasing participation in the bidding process to promote the Governor's goal of increasing supplier opportunities for small businesses and geographically disadvantaged business enterprises, per ED 2019-8. This position provides a public face for DTMB Central Procurement and the State of Michigan at outreach events designed to encourage and increase supplier participation and success in winning State contracts.

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

**EXPERIENCE:**

Four years of professional experience; experience in working with small and diverse businesses a plus.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of marketing and supply chain management highly desired. Ability to plan, coordinate, evaluate, and determine work priorities. Must be able to work independently and as part of a team. Good oral and written presentation skills. Ability to communicate effectively in public.

**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.

Newly established position

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

MICHELLE NAUTA

4/26/2021

\_\_\_\_\_  
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