

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 LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Financial Services
4. Civil Service Position Code Description Departmental Analyst-E	10. Division
5. Working Title (What the agency calls the position) Purchasing & Budget Analyst	11. Section Budget & Procurement
6. Name and Position Code Description of Direct Supervisor RETHAMEL, HANNAH M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor TREPKOSKI, JILL M; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Sq. Lansing, MI 48913 / Mon-Fri 8a-5p, or approved alternative schedule
14. General Summary of Function/Purpose of Position The Purchasing & Budget Analyst is responsible for performing professional research, analysis, and administration duties in support of MEDC/MSF Financial Services, Budget & Purchasing unit. This position will be responsible for the administration of both state and MEDC corporate purchasing and credit card programs. This position will analyze, understand, and navigate state procurement rules, the MEDC procurement policy, purchasing guidance, legal agreements, system requirements, and more in order to evaluate and provide recommendations to internal procurement policies and direction to staff regarding procurement and budget procedures. In addition, this position collects and analyzes agency budgets, spending and other related data, and assists with programmatic reporting and tracking.	

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

Administration of the MEDC Purchasing Program.

Individual tasks related to the duty:

- Analyze all Purchasing Program operations and recommend and implement modifications of policies and procedures to improve efficiency, performance and customer experience.
- Advise, develop, assist, and support contract and grant activities, i.e., bid development, vendor selection, bid evaluation, winning bid determination, contract/grant award and administration.
- Understand and apply both State of Michigan procurement policies and MEDC Corporate Purchasing policies; Navigate, assess, and determine the differences between both policies to appropriately support the agency.
- Make recommendations to procurement policies and keep published policy documents up to date.
- Represent the MEDC as a liaison and technical advisor with industry, community groups and/or governmental agencies, including SIGMA and Procurement Leadership Team.
- Read and understand legal agreements in order to capture relevant data on procurement documents.
- Daily review and process purchase request cases, creating SIGMA award documents
- Identify and resolve coding errors or missing information associated with procurement requests.
- Understand and use the state accounting system, SIGMA
- Communicate and support program/business unit staff and vendors/grantees regarding vendor registration and direct them on resolving problems with their registration.
- Act as agency's first point of contact to assist, advise and support in all aspects of purchasing, including troubleshooting and problem solving.
- Prepare and provide training to the organization on the procurement process as needed, including process guidance and training documentation and videos.
- Make purchases off state purchase orders/blanket purchase orders.
- Prepare reports, interact and/or provide information to MEDC management, DTMB and Legislature.
- Run and analyze monthly encumbrance reports to support MEDC program staff in maintaining up to date purchase orders.
- Understand and resolve SIGMA error codes, including investigating errors, and preparing documents to request necessary updates.
- Coordinate with the Contract Services teams on year end calendar, expiring contracts and communication with program staff on pending contracts cases.
- Understand the allowable uses of the major funding sources as it relates to purchasing.
- Obtain a basic understanding of MEDC programs and our strategic plan

Duty 2

General Summary:

Percentage: 15

Administration of the MEDC Credit Card Program.

Individual tasks related to the duty:

- Assess, advise, administer, and recommend the Credit Card system for MEDC use, and recommend and implement modifications of policies and procedures to meet commitments more effectively.
- Prepare and provide training to the organization on credit card policies as needed.
- Audit Credit Card purchases for accuracy and compliance with MEDC Corporate and State of Michigan policies and procedures in coordination with other finance staff.
- Act as agency's first point of contact for interpretation of Credit Card policies, regulations, and procedures.
- Implement, recommend, initiate, and advise on internal control procedures.
- Perform problem resolution, as needed.
- Investigate Credit Card system
- Identify and proactively address credit card policy violations and other issues
- Prepare reports, upon request.

Duty 3

General Summary:

Percentage: 15

Support Budget Team with related programmatic reporting, tracking and fiscally related tasks.

Individual tasks related to the duty:

- Backup Brownfield Receipts tracking – Coordinate with Brownfield team to run and view reports, enter receipts, determine amounts that need to be sent to partners, evaluate for yearend accounts payable, and other tasks.
- Assist with Legislative Earmark grants – Support the Budget & Grant Specialist with contacting grantees, building and running/generating reports, generating close out letters, reviewing reports for completeness and appropriateness compared to the grant agreement and budget, assisting with setting up new users with report access, and other tasks.
- Understand the Salesforce system to be able to run ad hoc reports, find important data and verify information on purchasing cases.
- Learn, support and back-up on other tasks/processes.

Duty 4

General Summary:

Percentage: 10

Special Projects

Individual tasks related to the duty:

- Assist Budget Director with special projects such as:
 - Process improvement projects
 - Policy & Process Documentation
- Other tasks as assigned

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

- Resolving day to day purchasing and budget problems and issues.
- Analyzing and making recommendations to processes and procedures.
- Determine method and direction of research to identify and resolve errors.
- Internal employees and external vendors may be affected by decisions.

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

Denying or rejecting a purchasing request.

Proposed changes in policy.

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 an office setting and requires an extensive amount of time working on a computer. Normal office environment with periodic intense required deadlines for fiscal year-end close assignments. Responding to financial information requests in a timely manner.

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?

The Purchasing & Budget Analyst is responsible for performing professional research, analysis, and administration duties in support of both state and MEDC corporate purchasing and credit card programs. This position will analyze, understand, and navigate state procurement rules, the MEDC procurement policy, purchasing guidance, legal agreements, system requirements, and more in order to evaluate and provide recommendations to internal procurement policies and direction to staff regarding procurement and budget procedures. In addition, this position collects and analyzes agency budgets, spending and other related data, and assists with programmatic reporting and tracking.

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?

Financial Services is responsible for the accounting, budgeting and monitoring, and procurement functions for MEDC/MSF. The Budget & Procurement Section is responsible for planning and budget monitoring for the organization, ensuring compliance with annual spending plans, verifying timely payments, assisting with development of strategic measurement initiatives in correlation with available funding, correcting inaccurate transactions, accurately reporting information at the program, department, state and federal level and more. This position serves as a budget and procurement analyst responsible for professional research, analysis, and administration duties in support of MEDC/MSF budget and procurement activities. This position will be responsible for the administration of both state and MEDC corporate purchasing and credit card programs, as well as supporting the budget team with fiscal/budget related tasks

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.

Alternate Education and Experience Departmental Analyst (Departmental Trainee) 9

Education

Educational level typically acquired through completion of high school.

Experience

Four years of experience as an advanced 9-level worker in an ECP Group One classification. OR Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification. OR Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification. OR Two years of experience as a first-line supervisor in an ECP Group Three classification. OR One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution- College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong attention to detail.

Some knowledge of generally accepted accounting principles, practices, and terminology, and governmental accounting principles and procedures.

Familiarity with State of Michigan accounting policies and procedures is desirable.

Ability to collect, organize and analyze data.

Some knowledge of SIGMA accounting system is desirable.

Ability to work independently and work on several tasks at once and meet deadlines.

Ability and willingness to cooperate in working with others.

Ability to apply criteria and make recommendations.

Strong written and verbal communication.

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.

None.

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

MARKIE JUSTICE

11/23/2021

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