

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

Position Code

1. PRCRTCHA

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 Department of Corrections
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facility Administration
4. Civil Service Position Code Description Procurement Technician-A	10. Division Northern Region Administration
5. Working Title (What the agency calls the position) Senior Procurement Technician (Ptech)	11. Section CFA Kinross Business Office
6. Name and Position Code Description of Direct Supervisor Savoie, Jessica; STATE ADMINISTRATIVE MANAGER-1	12. Unit Business Office
7. Name and Position Code Description of Second Level Supervisor Sevarns, George; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work CFA Kinross Business Office 5086 West M-80, Kincheloe MI / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

The Procurement Technician-A (10) (Ptech) functions as a senior Ptech within the Michigan Department of Corrections (MDOC). The Ptech performs a variety of activities of greater complexity, including purchases involving performance and payment bonds, higher dollar purchases, online bids, purchases with DTMB extended delegated authority, and those that must be submitted to the Administrative Board for approval. The Ptech is assigned one or more statewide duties to serve as the Department's point of contact. The Ptech writes and delivers training on proper SIGMA document entry and implementation of new multi-year master agreements. The Ptech reviews complex procurement questions and interprets statewide and Department procurement policy and procedures. The Ptech will research, compile, and interpret market research and usage data, developing reports. Serves as a lead in Ptech workgroups to develop and prepare policy materials, operations manuals, forms, and internal procurement training and process instructions and obtains stakeholder approvals.

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

Process complex purchases, including those with bond requirements, online bids, purchases with DTMB extended delegated purchasing authority, and those requiring Ad Board submittal.

Individual tasks related to the duty:

- Processes purchases for construction, alternation or repair of public works, which requires performance and payment bonds, per public act. Ensure bond forms are included in request for quotes or online bids, reviews quotes or bid responses for completed bond forms, reviews completed bond forms, confirms the surety is listed on the current U.S. Department of Treasury website, and that it has at least an A- Best's rating. Receives claims against the bond, writes an issue analysis document and submits the claim to the Office of Legal Affairs for review.
- Processes purchases involving DTMB extended delegated authority. Build a business case and submit request to DTMB for approval of a project's higher delegated purchase authority or alternate sourcing method. Process purchase per DTMB's cited authority requirements.
- Processes purchase orders of \$50,000 or more, requiring an online bid, per state law. Leads work group to write complex specifications and scope of work, writes bid evaluation summary for leadership approval and publicly posts a notice of intent to award. Creates PO documenting all aspects of the specifications and scope of work.
- Leads purchase orders for new goods or services to be implemented in the Department, including those with leadership interest. Chairs meetings for "Pilot" groups, testing new items for possible Department-wide implementations. Prepares project briefings and status reports for leadership.
- Processes purchase orders at or above the dollar threshold for submittal to the Governor appointed Administrative Board. Creates bid tab for BOA deputy director signature. and submits to be scheduled on an Ad Board agenda. Serves as the lead to respond to all DTMB Ad Board Secretary and Ad Board questions. Document Ad Board approval in PO header comments. Save stamped approved Ad Board agenda in procurement file.
- Processes federally funded purchase orders or delivery orders with FEMA or federal grant funds, while developing and maintaining an understanding of the federal requirements.
- Drafts and submits complex vender terms and conditions negotiations and other questions to the Office of Legal Affairs (OLA). Conducts vendor negotiations with OLA. Documents negotiations outcome and processes purchase.

Duty 2

General Summary:

Percentage: 10

Serve as the Department's point of contact for a statewide duty, or duties, as assigned by Procurement Manager. Statewide duties include, but are not limited to: Cell Phone Coordinator, Contract Online Accounts Coordinator, Department Forms Coordinator, MiPrint Coordinator and MFD leases, Notary Coordinator, PCard Administrator, Ptech Desk Manual Chair, SIGMA and Procurement Job Aids Chair, SIGMA Inventory SME, SIGMA approver for IT purchases, Staples contract and Amazon Administrator, Telecom Point of Contact for Desk Phones Soft Phones and Password Resets.

Individual tasks related to the duty:

- Serve as the point of contact for assigned statewide duties.
- Serve as the point of contact to communicate with DTMB, the vendor(s) and internal requestors.
- Creates and maintains internal job aids and training information for requestors.
- Delivers training to internal stakeholders.
- Recommends policy and procedure changes to leadership, for the assigned area.
- Cross-trains in other Ptechs' statewide duties, to serve as a back up.

Duty 3

General Summary:

Percentage: 10

Provides basic and complex procurement information and education.

Individual tasks related to the duty:

- Assists internal requisitioners in the correct process steps for purchases involving performance and payment bonds, Ad Board, DTMB extended delegated authority and complex or high dollar purchases.
- Meets with Finance Manager as needed to identify and resolve receiver, invoicing, or payment issues.
- Lead complex issue resolutions with vendors. Enter an official vendor performance into the vendor's permanent record in the procurement software if warranted.
- Serves as a liaison to other state departments as needed.
- Provides procurement training to groups at a manager level and above, such as wardens, facility business managers, and program area leadership, as well as additional stakeholders such as Contract Monitoring, and Automated Data Systems Section (ADSS).
- Serves as a Procurement resource to address complex policy and procedure questions, such as bonds or FEMA and federal grant funding processes.
- Creates a draft response to bidder protests, for Procurement Manager's review and edit.
- Develops and delivers training for common issues – e.g., confirming orders, procurement policy/procedure to program partners as needed in the procurement processes.
- Interprets complex questions relative to statewide and Department procurement policy and procedures.

- Serves as a lead in Procurement workgroups to develop and prepare policy materials, operations manuals, forms, and internal procurement training and process instructions while seeking approval through the established internal process.

Duty 4

General Summary:

Percentage: 15

Research and reporting.

Individual tasks related to the duty:

- Conducts market analysis to compile a report of available product options
- Determines the potential vendors offering the good or service
- Research global supply chain factors that may impact product lead times
- Determines market trends and changes and if they are pertinent to the Department's requirements and/or vendor selection
- Obtain specifications from other public entities and cross reference with the Department's, recommend best practice changes.
- Research purchasing cooperatives, whether they have contracts for the desired good or service and obtain the specifications and cross reference with the Department's and recommend whether the purchasing cooperative should be considered to the Procurement Manager.
- Develops reports and briefings of findings for supervisor or Procurement Manager.
- Searches the procurement software and/or builds Business Intelligence reports to gather the Department's usage data for specified goods or services.
- Retrieve historical purchase or usage data to assist in sourcing strategy for current purchase needs.
- Analyzes data and develops recommendations for more efficient procurement processes.
- Develops reports and briefings of findings for supervisor or Procurement Manager.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Cross trains with Ptech(s) in other offices and serves as a back up to all Ptechs in any office.
- Processes complex or high dollar purchases from other areas, as assigned.
- Makes purchases on credit card if a designated pcardholder.
- Participates in and completes all assigned training, including DTMB, Attorney General and MDOC training.
- Completes additional professional development as assigned.
- Ensures timely completion of all "Read & Signs" in the learning management system.
- Develops and maintains an expert knowledge of all State, SIGMA, and Department procurement policies and procedures, including bonds, FEMA and federal grant funding, Ad Board, prevailing wage, DTMB IT policy and procedures. Serves as an SME regarding purchasing policy and process.
- Submits FOIA response directly to Office of Legal Affairs FOIA team, cc'ing Procurement Manager.
- Attends meetings and develops presentations as required.
- Leads in special projects or temporary tasks as assigned.
- Delivers PMCD Legacy training, as assigned. PMCD has developed comprehensive training modules for the entire team's specific duties across the procurement life cycle, and audit team process.
- Present training material to various groups, as assigned.

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

This position requires individual decision-making incorporating interpreting policies, procedures and purchasing guidelines to ensure compliance in their work. Prioritization of tasks is essential to meet internal deadlines. Purchasing decisions are made daily in this position. The Procurement Technician must ensure that the appropriate method of purchase is being used (pcard, DO, PO, POI, PRC), that all documentation is correct, and that records are properly filed and maintained. Ptech advises internal requestors on procurement policy and process, and processes expedited or emergency orders. Drafts bidder protest responses. Submits FOIA responses.

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

The supervisor approves all POIs and DOs, and purchase orders under \$50,000. Online bid postings and POs of \$50,000 or more require Procurement Manager approval.

The Ptech works with the Procurement Manager to create and post online bids, synopsis, and intent to award, and DTMB extended delegated authority projects.

The Ptech works with the Procurement Manager in responding to executive level inquiries, to difficult or conflicting situations, and bidder protests.

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.

This position is in an office environment where there is sitting and computer work.

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?

The essential duties of this position are the purchasing activities in Duty #1, statewide Department point of contact in Duty # 2, and market research and usage data reports in Duty # 4.

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

The update is to reflect accurate duties that align with previously approved senior standards for Ptech classification within the MDOC – Procurement Section.

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

The function of the work area is to procure essential goods and services. This position fits into that function because the purpose of the position is to process requests for purchasing of goods and services by requisition, purchase order, delivery order, or procurement card. Effective communication is necessary for this position to serve as a procurement liaison for the Department, statewide.

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:

Procurement Technician 10

Three years of experience equivalent to a Procurement Technician, including two years equivalent to a Procurement Technician 8 or one year equivalent to a Procurement Technician E9.

Alternate Education and Experience

Procurement Technician 7 - 10

Completion of a one-year college level business program may be substituted for the entry level (7 level) experience requirements.

Possession of a Bachelor's degree and two years of job-related experience qualifies for the experienced level Procurement Technician E9 classification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of laws, rules, regulations, policies and procedures pertaining to State purchasing is preferred.
- Experience in contract negotiations preferred.
- Excellent writing, organizational and analytical skills.
- Ability to present information clearly, both orally and in writing.

- Familiarity with State software (SIGMA, BI, Azure) is preferred. Strong skills in Excel and Word.
- Ability to maintain favorable working relationships with all stakeholders, vendors and maintain favorable public relations.
- Ability to manage multiple projects, determine priorities, and complete work within required timeframes.

**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.

N/A

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

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