

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

Position Code

1. PRCRTCHE

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-E	10. Division Northern Region Administration
5. Working Title (What the agency calls the position) 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 W M-80, Kincheloe MI / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

The Procurement Technician (Ptech) is responsible for and oversees a variety of activities involving the purchase of a wide variety of goods and services on behalf of the MDOC. Processes orders using the State of Michigan's purchasing software, and maintain all supporting documentation in contract files. The Ptech will serve as a procurement liaison for internal requestors, vendors, and leadership, and will develop and maintain favorable relations. The Ptech is responsible to resolve invoice, shipping or quality issues, confirm or expedite delivery dates. This position will provide purchasing assistance and basic training to internal requestors. The Ptech must develop and maintain a current knowledge of State purchasing laws, policies, and processes.

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: 70

Process purchases in compliance with procurement-related laws, State and Department procurement policies and processes.

Individual tasks related to the duty:

- Monitor purchasing software and email for new procurement requests.
- Review requisitions for accuracy and completeness. Verify commodity code, accounting information, prices and CS-138 are correct. Review commodity line descriptions for sufficient detail.
- Determine whether the requisitioned goods/services are on State contracts and identify appropriate purchasing process to be used.
- Process delivery orders, reviewing the scope of the contract to ensure the purchase is within the contract scope of work, and a listed good or service in the contract.
- Ensure all necessary internal and external approvals are obtained.
- Work with Department's CS-138 Liaison to process related CS-138s as needed.
- Review quotes and make recommendation for award.
- Conduct negotiations with vendor, including price, terms, delivery, training, milestone payments or other aspects of the purchase.
- Process simple purchases, send order to vendor and copy requisitioner.
- Contact vendor to confirm and or expedite delivery dates, if requested. Share anticipated delivery date with requestor.
- Process order modifications or cancelations (including end of fiscal year adjustments) in the State's purchasing software, submit changes to vendor, and copy requisitioner.
- Ensure all purchases are completed in compliance with State and Department procurement policies and procedures.
- Before the beginning of each fiscal year, Ptech reviews their log and drafts a spreadsheet of annual purchase or delivery orders needed for the new fiscal year, by facility or program area. Meets with applicable staff to review and explain when new year requisitions and DOs can be entered.
- Maintains complete purchase files according to state and Department policies, and per records retention requirements. This includes negotiations emails, special approvals, bidder protest, and contract issue documentation.

Duty 2

General Summary:

Percentage: 20

Provide basic procurement information and support.

Individual tasks related to the duty:

- Assist internal requisitioner with any/all steps in the purchase process, checking for existing State contracts, obtaining quotes, requisition or delivery order entry, explain the procurement policies and process and sourcing strategy, provide updates, and advocate for the requestor's needs.
- Maintain standardized Ptech log of purchases.
- Serves as a Procurement resource for MDOC staff and vendors. Actively communicates and maintains favorable relations. Answers simple procurement questions and assists with problem resolution. Works with vendors and requestors to review and resolve basic issues, including backorders, incorrect invoices, quality, or other issues.
- In response to bidder protests, provides bid documents and pertinent facts to Procurement Manager,
- Provide basic information to potential vendors on doing business with the State of Michigan and the MDOC.
- Suggest updates for the Ptech Desk Manual. Create and maintain a "desk specific" section for assigned facilities or program areas.
- Walks requestors through the basic procurement steps and current job aids, including but not limited to: MDOC specific procurement processes, commonly used contracts and contact information, and an annual spreadsheet of annual orders by program area or facility.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Cross trains with other Ptech(s) within their own office and serves as a backup.
- Process purchases from other areas, as assigned.
- Makes purchases on credit card if a designated pcardholder.
- Participates in special projects or temporary tasks as assigned.
- Performs additional tasks or duties as assigned.
- Participates in and completes all assigned training, including DTMB, Attorney General and MDOC and PMCD training.
- Completes additional professional development as assigned.
- Ensures timely completion of all "Read & Signs" in the learning management system.
- Develops and maintains an up to date working knowledge of all State, Sigma, and Department procurement policies and procedures.

- Gathers FOIA documents for supervisor review and submittal.

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.

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.

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

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):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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, as detailed in Duty # 1.

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

Requesting to update position (*position code*) in accordance with MCSC Regulation 4.01. 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 7**

One year of administrative support procurement experience in a purchasing office equivalent to the experienced level, or one year of experience in the receipt, storage, and distribution of supplies and materials equivalent to the 7 level.

Procurement Technician 8

One year of experience equivalent to a Procurement Technician 7, or one year of administrative support procurement experience in a purchasing office equivalent to the advanced level, or one year of experience in the receipt, storage, and distribution of supplies and materials equivalent to the 8 level.

Procurement Technician E9

Two years of experience equivalent to a Procurement Technician, including one year equivalent to a Procurement Technician 8.

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:

- Excellent writing, organizational and analytical skills.
- Ability to present information clearly, both orally and in writing.
- Ability to effectively use word processing and spreadsheet software, and the internet.
- 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.

KATLYN SAYLOR

10/22/2025

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
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