

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

Position Code 1. DPTLTCHE

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 AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agriculture Development Bureau
4. Civil Service Position Code Description Departmental Technician-E	10. Division
5. Working Title (What the agency calls the position) Departmental Technician	11. Section
6. Name and Position Code Description of Direct Supervisor ROOT, LISA A; FINANCIAL MANAGER-4	12. Unit Business Unit
7. Name and Position Code Description of Second Level Supervisor ZMITKO-SOMERS, JAMIE A; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 West Allegan Street, Lansing, MI 48933 / Hours; M – F 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This position serves as the Fleet Coordinator and Vehicle Liaison for the Agriculture Development Bureau. In this role, the incumbent is responsible for managing the bureau's vehicle fleet and supporting various IT-related functions, including the coordination of bureau cell phones, cellular service plans, and processing of cellular invoice payments.

Additionally, the position provides administrative and financial support to the Financial Manager. Responsibilities include running open invoice reports, creating purchase and delivery orders, processing grant payments, and preparing credit card revenue reports.

The role also supports the bureau's operational needs by performing a variety of technical and administrative tasks. These include managing record retention, coordinating Freedom of Information Act (FOIA) requests, bureau timekeeper duties, processing payments and requisitions, ordering office supplies, and providing program-specific technical assistance as needed.

This position is required to follow established standard operating procedures and meet quantity, quality, and timeliness standards for assigned work.

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: 45

Perform assigned technical duties to support the business unit and the programs within the bureau.

Individual tasks related to the duty:

- Coordinate the bureau's vehicle fleet in accordance with state and department policy and procedures:
- Procure vehicles as needed and during vehicle refreshment periods,
- Oversee vehicle maintenance records,
- Compile billing and usage reports,
- Process monthly travel logs, and,
- Serve as the AgD Vehicle Liaison.
- Manage the bureaus cell phones in accordance with state and department policy and procedures:
- Procure phones and equipment as needed and during device refresh periods,
- Oversee cellular account and set up international plans, as needed,
- Assist staff with device set-ups and technical issues, and,
- Ensure monthly invoices are paid,
- Serve as the AgD Smart Device (cell phone) Coordinator.
- Serve as the AgD Office Supplies Coordinator by ordering requested supplies and approving orders submitted by staff.
- Provide additional IT support to bureau staff including ordering and proper disposal following all State of Michigan policies and procedures.
- Execute IT device deployments, including cellular and computer devices, as needed.
- Update tracking database for bureau IT equipment, specifically cellular devices.

Duty 2

General Summary:

Percentage: 35

Perform assigned data related duties to support the business unit and the programs within the bureau.

Individual tasks related to the duty:

- Evaluate, apply law and policy, monitor and coordinate responses for incoming FOIA requests for the Producer Services Division while ensuring communication with management and staff as needed to assure timely responses to requests.
- Serve as the backup timekeeper for the bureau to review timesheets for accuracy of hours, inclusion of proper comments and compliance of union contracts.
- Processes requests and payments for services and supplies for the bureau including making payments with a procurement card and ensuring purchases meet procurement guidelines.
- Coordinates with the bureau programs to ensure staff are following proper records retention while ensuring adherence to established policies, procedures and current schedules.
- Oversees scheduled reviews for Record Retention to assess need for revisions and ensures updates.
- Prepares, compiles and reviews various financial reports for programs and the Financial Manager.
- Assist with grant reviews and payment processing.
- Create purchasing and delivery orders in SIGMA.
- Provide support to programs across the bureau with scheduling meetings and equipment coordination.
- Provide technical assistance to program with various tasks such as database updates, gathering information and data.
- Mail processing.

Duty 3

General Summary:

Percentage: 15

Fruit and Vegetable Inspection Coordination.

Individual tasks related to the duty:

- Serves as the point of contact for inspection requests and coordinates scheduling requests with program manager;
- Processes incoming inspection and audit paperwork including tracking of certificates;
- Input information into database of completed work for billing;
- Maintain database of Good Agricultural Practices/Good Handling Practices (GAP/GHP) audits.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- 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.

Use independent judgement to coordinate workflow to meet necessary deadlines, which impacts cross sections of employees.

Address raised issues using best practices to determine appropriate resolution of a situation.

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

When there is no precedent to follow. Any circumstance not covered by policy. When recommending changes to existing program functions or policy changes.

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.

Office environment. The position requires the utilization of self-initiative and the ability to work under pressure. The position requires extended period of sitting and long periods of computer and keyboard activity.

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):

- | | |
|---|--|
| ☐ 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?

This position performs a variety of assignments within the Agriculture Development Bureau's Business Unit. The position performs the following duties: record retention, Freedom of Information Act (FIOA) coordination for the Producer Services Division, backup bureau timekeeper duties, processing of bureau payments and requisitions, and office supply ordering. The position will also serve as the fleet coordinator and vehicle liaison for the bureau. The position is also responsible for assisting with IT needs for the bureau including coordination of the bureau cell phones, plans, and invoice payments. The position will provide support to the Financial Manager with running open invoice reports, creating purchasing and delivery orders, grant payment processing, and credit card revenue reports.

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

New position. DEPTALTAI17N will be inactivated upon establishment.

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

The AgD Business Unit supports the full functions of both the Producer Services and Food and Agriculture Business Development Divisions from financial management, supply procurement, vehicle fleet oversight, and cellular device/plan coordination. This position provides crucial action in the areas of supply procurement, vehicle fleet oversight, and cellular device/plan coordination.

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:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience**Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be able to communicate effectively and maintain favorable public relations.
- Must be able to analyze data and operations and make recommendations for change.
- Must have ability to determine work priorities.
- Strong computer skills, including Microsoft Word, Excel, Access, and PowerPoint.

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.

QUINN BENSINGER

Appointing Authority

11/14/2025

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