

**State of Michigan
Civil Service Commission**

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

Position Code

1. DPTLTCH

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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Office of Support Services
4. Civil Service Position Code Description Departmental Technician-E	10. Division Logistics and Operations Support
5. Working Title (What the agency calls the position) Departmental Technician	11. Section Surplus Services
6. Name and Position Code Description of Direct Supervisor TURNER, RONALD; DEPARTMENTAL SUPERVISOR-3	12. Unit State and Federal Surplus
7. Name and Position Code Description of Second Level Supervisor SCHUELLER, RYAN G; STATE ADMINISTRATIVE MAN-FZN	13. Work Location (City and Address)/Hours of Work 3111 W. St. Joseph Street, Building 600 Lansing, MI 48917 / Monday - Friday; 7:30 to 4:00 pm
14. General Summary of Function/Purpose of Position Performs a full range of technician assignments associated with the management and operation of the State and Federal Surplus Programs.	

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: 50

Create and close on-line auctions and edit buyer accounts within the inventory management software.

Individual tasks related to the duty:

- Consults with offsite agency contacts for information needed for offsite online auctions.
- Takes and edits photos of items to be posted for online auction site using photo editing software.
- Takes and edits videos where applicable of items to be posted for online auction site using editing software.
- Uploads photos and videos to YouTube where necessary for online auctions.
- Creates online auction postings via the on-line auction site.
- Creates lots within the inventory management software related to the online auction.
- Closes online auctions.
- Creates/edits bill of sales paperwork.
- Creates/modifies buyers within the inventory management software.
- Assist customers with log-in, placement of bids, and payment issues with the online auction site.

Duty 2

General Summary:

Percentage: 25

Under supervision learn DTMB Federal Surplus program and how to prepare financial documents and compile other Federal Surplus data.

Individual tasks related to the duty:

- Reviews and evaluates documents to determine if qualifications for eligibility to the Federal Surplus Property Program are met. Certifies the eligibility of governmental agencies, private nonprofit organizations, providers of assistance to the homeless, organizations serving the elderly, services representing educational activities, veteran organizations and small business administration is accurate.
- Compiles, reviews, and monitors Federal Surplus financials in the database for billing and invoicing customers. Keep track of financial data to provide monthly financial and utilization reports of donated Federal property to DTMB management and U.S. General Services Administration (GSA).
- Calculate service fee charges based on Government Acquisition Cost and working condition for all federally donated property. Respond via phone and email to inquiries about the assessment of service fees, NASASP screening fees and overseas quotes for transportation.
- Investigate donations that have been used improperly by researching in-use dates, emails, correspondence, and submitted utilization surveys.
- Prepare mailings, as needed, to potential Federal donees.

Duty 3

General Summary:

Percentage: 25

Reviews, prepares and edits reports and policies for State Surplus under close supervision.

Individual tasks related to the duty:

- Assists with customer transactions and inquiries.
- Accepts cash, check, and credit card transactions for online auction payment.
- Answers telephone inquiries regarding functions, rules, and regulations of State Surplus and online auctions.
- Schedules appointments for auction inspections and payments.
- Prepares, updates and edits State Surplus policies and procedures.
- Interprets, policies, proposals, and procedures to assure consistency.
- All 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.

Works under close supervision of the Department Supervisor.

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

Requests for information that may be confidential or sensitive in nature will need to be reviewed by the Department Supervisor as well as the prioritizing of multiple tasks to ensure work is completed within specific timeframes.

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.

While the job is sedentary, the job may require a great deal of physical effort, exposure to weather elements during live auctions and MiBid auction preparation. An occasional amount of lifting, carrying and movement around the office is required. Considerable sitting, use of computers, keyboards and other office equipment such as copiers is required. There may be heavy workloads and daily deadlines. Work is performed in a standard office environment.

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?

Performs a full range of technician assignments associated with the management and operation of the State and Federal Surplus Programs.

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?

Provide State and Federal Surplus services to State, Non-State agencies, General Public as well as Federal Surplus donees that qualify for Federal Surplus services. This position is essential for the day-to-day operation related to online auctions, public stores, and live auctions.

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:

- Ability to:
 - understand and carry out verbal and written instructions.
 - communicate effectively with others and maintain favorable public relations.
 - compare data from a variety of sources for accuracy, completeness, grammar and format.
 - compose routine correspondence and reports.
 - determine work priorities.
 - follow oral and written instructions.
 - follow, apply, interpret and explain instructions and/or guidelines.
 - learn the work of the agency.
 - make decisions and take appropriate actions.
 - meet schedules and deadlines of the work area.
 - operate standard office equipment.
- Knowledge of:
 - filing and general record keeping.
 - general office practices.
 - office programs including Adobe Acrobat, Microsoft Word, Excel, and Power Point.
- Some knowledge of subject matter in the area of work to be performed.

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.

STACI ERICKSON

Appointing Authority

8/27/2026

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