

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

Position Code 1. PRCRTCHEA81R

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description PROCUREMENT TECHNICIAN-E	10. Division Procurement Monitoring Compliance
5. Working Title (What the agency calls the position) Procurement Technician-E/A (7-10)	11. Section Procurement
6. Name and Position Code Description of Direct Supervisor HAWKER, REBECCA M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor JOHNSON, SHARENE Y; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 206 E MICHIGAN AVE; LANSING, MI 48933-1431 / Monday thru Friday, 8:00 AM to 5:00 PM

14. General Summary of Function/Purpose of Position

This position is responsible for and oversees a variety of activities involving the spot buy purchase of goods and services on behalf of the Michigan Department of Corrections. This position will convert requisitions received electronically in the State's financial system, Sigma, create purchase orders, and maintain all supporting documentation. This position will work with MDOC staff outside of central office and various vendors to make purchases, resolve invoices, shipping or quality issues; and services as a procurement liaison for MDOC staff statewide, providing purchasing assistance.

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

Monitor Sigma and email for new assigned projects. Process delivery orders, convert requisitions to purchase orders. Ensure new purchases have all required approvals from applicable key stakeholders.

Individual tasks related to the duty:

Individual tasks related to the duty.

- Determine the most appropriate procurement method. Obtains approvals within MDOC and submits to DTMB if applicable.
 - Review requisitions and supporting documentation for accuracy and completeness. Verify accounting information.
 - Determine if items requested are on state contracts and if requisitions are correctly entered.
 - Develop, review and post bids for a variety of commodities and services.
 - Convert requisitions in to purchase orders.
 - Send purchase orders to vendors
 - Process rush and emergency orders.
 - Process delivery orders, reviewing the scope of the contract to ensure the purchase is within the contract scope of work.
 - Process changes to purchase orders and delivery orders and cancel purchase orders as necessary.
 - At the beginning of each fiscal year, assist program areas in issuing new annual delivery orders and purchase orders.
- Send instructions to MDOC staff on when and how to enter their annual orders.
- Closes or cancels POs as directed by Central Office Finance and Procurement

Duty 2

General Summary:

Percentage: 30

Communication and correspondence

Individual tasks related to the duty:

- Serves as a liaison for Central Office Procurement between MDOC staff, other State departments and vendors, and maintains favorable relations.
- Provides information to MDOC staff regarding procurement policies, procedures and Sigma.
- Assist MDOC Finance in resolving invoice issues.
- Assists with purchasing challenges in other areas.
- Answer questions and assists with problem resolution.
- Prepare documentation and present information on vendor protests to supervisor for response and follow through on Vendor Performance issues. Work with vendors and MDOC staff to resolve difficulties that arise during and after the procurement process.
- Provide information to potential vendors on doing business with the State of Michigan and Sigma.
- Assist in responding to FOIA requests.

Duty 3

General Summary:**Percentage: 10**

Create and maintain appropriate procurement documentation of each step in all purchases.

Individual tasks related to the duty:

- Maintains a complete procurement folder for each purchase
- Follows records retention policies.
- Prepare documentation for Administrative Board Bid Tab.
- Submit CS-138 requests as needed.
- Create and maintain reports and spreadsheets.

Duty 4**General Summary:****Percentage: 10**

Other duties as assigned

Individual tasks related to the duty:

- Cross trains with all other ptechs in the unit.
- Serves as a back up to other ptechs in the unit.
- Makes purchase on pcard if a designated cardholder.
- Enters MSI purchases into Global Shop inventory software.
- Provides training as requested to other MDOC staff in use of Sigma or other purchasing processes.
- Attends meetings and develops presentations as required.
- Participates in special projects or temporary tasks as assigned.

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

Purchasing decisions are made daily in this position. The Procurement Technician is to ensure that the information submitted in the requisition or delivery order are correct. Also, the Procurement Technician ensures that the appropriate method of purchase is being used (Procurement Card, Delivery Order, Purchase Order, Direct Voucher), as well as advising others on proper purchasing steps to take.

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

Purchases that are out of the norm, emergency purchases, handling difficult or conflicting situations require the supervisor's review. The supervisor will also review all Vendor 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):**

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ 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?

- Acquire goods and services in accordance with purchasing policies, procedures and guidelines.
- Perform a full range of purchasing assignments.
- Ensure the process is properly conducted and in a timely manner.
- Resolve problems and recommend solutions encountered in purchasing projects.
- Provide excellent customer service.

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

This positions changes are clarifying and regrouping the job duties and revising the percentages of time. Duty # 1-from Process requisitions received and convert to a purchase order (PO) and route for approvals as purchasing guidelines require. Reviews and routes Purchase Request Forms (PRF) for approval commodities/services that are not on the Pre-Approved List. TO Monitor Sigma and email for new assigned projects. Process delivery orders, convert requisitions to purchase orders. Ensure new purchases have all required approvals from applicable key stakeholders. Duty # 2-Assists various staff/areas in MDOC with establishing new fiscal year blanket purchase orders (BPO) on frequently used contracts. Completes duties necessary to ensure year end closing completed timely with established State deadlines. TO Communication and correspondence.

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, Procurement Card, or Direct Voucher within delegated authority. 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:

High School Completion

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:

- Communication and organizational skills are necessary.
- The ability to handle multiple assignments is needed.
- Computer skills including the use of MAIN-ADPICS is preferred.

**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.

None

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