

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

Position Code

1. BUYERA

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 (BOA)
4. Civil Service Position Code Description Buyer-A	10. Division Procurement, Compliance, and Monitoring (PMCD)
5. Working Title (What the agency calls the position) Senior Buyer	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 5086 W M-80, Kincheloe, MI 49788 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

The Buyer 12 functions as a senior worker within Central Office – Procurement for the Michigan Department of Corrections and is assigned a portfolio of complex contracts. The Buyer 12 leads complex contracts with additional state or federal laws due to funding source or type of purchase, leads intensive industry specific market research, creates collaborative statewide strategic sourcing plans documenting customized scope of work requirements and writes multi-year contracts inclusive of external and internal stakeholder's needs.

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: 55

Sourcing work and strategy development within assigned complex categories, which are contract categories with public safety concerns and public relations exposure, compliance with federal law Publish RFPs and RFSSs with DTMB granted extended delegated purchasing authority, contracts issued by MDOC also being used by other state departments, contracts serving multiple internal MDOC program areas, contracts that require coordination with DTMB buyers on collaborative bids where MDOC is a stakeholder, and / or contracts that have a total value of \$1 million or more.

Individual tasks related to the duty:

- Leads sourcing work in complex contracts.
- Reviews federal grant(s) and determines any additional grant specific procurement requirements. Incorporates grant requirements into RFPs and contracts. Creates customized contract terms and conditions that include federal grant requirements.
- Guides Department staff in making competitively sourced FEMA purchases in short emergency timeframes for declared emergencies, using in depth knowledge of FEMA bid and contract processes.
- Leads intensive industry specific and technical market research, builds an expertise in the industry-specific pricing models, suppliers, and market conditions within their assigned complex categories. Consultation may be required with people that possess expertise in the subject area, including other state staff, private sector professionals, and vendors or manufacturers.
- Leads research, development and documentation of a multi-year statewide sourcing strategy. Researches and develops industry specific contracting standards (scope of work and technical requirements) to be included in bids and contracts.
- Formulates and writes complex detailed non-standard specifications for the purchase of systems, equipment and services, by applying in depth knowledge, extensive research, creativity, innovation and ingenuity. Develops customized scope of work requirements to ensure each external or internal program area's goals are met in one collaborative RFP.
- Leads stakeholder and executive leadership discussions to determine the critical outcomes, and key risks that an RFP may have on current Department procedures and develops risk mitigation strategies. Determines the MDOC internal processes impacted, identifies additional internal stakeholders and initiates discussions to revise processes as needed.
- Research, compiles, interprets and delivers status briefings, statistical data and reports to external and internal stakeholders, including the MDOC program area administrators and executive leadership.
- Other contracting duties as needed.

Duty 2

General Summary:

Percentage: 15

Contract Administration

Individual tasks related to the duty:

- Ensure documentation of compliance with all federal requirements is well documented. Provide thorough documentation to federal auditors by strictly adhering to federal requirements for all federal grant and FEMA funded purchases.
- Lead the development, negotiation, and execution of high-value and mission-critical contract modifications, extensions, option years, and terminations, ensuring compliance with statutory requirements, agency policy, and industry best practices.
- Conduct in-depth cost-benefit and risk analyses for contract continuation decisions, integrating input from leadership, financial forecasts, and vendor performance metrics to recommend optimal extension terms and pricing strategies.
- Draft and present comprehensive contract extension and option-year proposals, supported by market research, benchmark data, and contractor performance evaluations, for executive review and approval.
- Develop formal justifications and impact assessments for contract cancellations, addressing operational, financial, and legal implications, and providing mitigation recommendations to executive leadership.
- Implement continuity-of-operations strategies, including expedited procurements, emergency sourcing, or strategic supplier partnerships, to ensure uninterrupted delivery of essential commodities and services under urgent or unforeseen circumstances.
- Oversee resolution of complex contractual disputes, engaging legal counsel, technical experts, and executive stakeholders to achieve equitable, timely, and legally defensible outcomes.
- Perform quarterly spend audits of active contracts, identifying funding risks, underutilization, and potential cost savings opportunities, and present actionable findings to senior leadership.
- Establish proactive contract lifecycle tracking mechanisms to ensure timely execution of extensions, option years, and re-bids, mitigating service disruptions and maximizing operational efficiency.

Duty 3

General Summary:

Percentage: 15

Lead collaborative stakeholder meetings for complex contracts.

Individual tasks related to the duty:

- Represents the Department at various meetings, conferences, workshops and committees, as chairperson, featured speaker, panel member or other form of participation
- Disseminates state-wide, multi-year sourcing strategies to internal staff for complex contracts, explain the plan and respond to Department staff. Answers questions and gives Department staff direction.

- Develop and recommend alternative state and departmental strategies to address and resolve a variety of issues and problems
- Recommends when new internal procurement-related processes are needed.
- Leads collaborate meetings with multiple internal stakeholders to discuss organizational and operational issues and develop consensus on solutions and operational changes.
- Creates a draft response to bidder protests, for Procurement Manager's review and edit.
- Leads meetings with the Finance Manager as needed to identify and resolve receiver, invoicing, or payment issues.
- Assist in developing and delivering training for complex topics issues – e.g., state laws requiring prevailing wage or performance and payment bonds as needed in the procurement processes.
- Assist with development and updates of training material.

Duty 4

General Summary:

Percentage: 10

Vendor performance review and supplier relationship management.

Individual tasks related to the duty:

- Mediates vendor and Department disputes for high-risk products and services that have the potential to significantly jeopardize the health and safety of prisoners and staff.
- Meets with the Contract Monitoring Unit, the Contractor Program Managers, and/or DTMB Central Procurement
- Services to review procurements and vendor performance, for complex contract categories. Interprets contract language and determines if a change notice is required.
- Participates with the Contract Monitoring Unit and Program Managers' review of Contractor's performance to ensure suppliers are delivering the required outcomes and are not breaching the contract.
- Attends vendor meetings to review performance, discuss issues, and identify solutions, determines if a contract change notice is required as part of issue resolution, drafts and issues contract change notice.
- Research issues, recommend changes, review vendor performance against agreed upon contract requirements.
- Leads a collaborative relationship with vendors to ensure good relations in long term partnerships.

Duty 5

General Summary:

Percentage: 5

Special projects and other assignments as needed.

Individual tasks related to the duty:

- Completes advanced procurement training on correct procurement processes involving new state or federal laws, federal grants, or FEMA purchases.
- Assigned market research or data analytics intensive special projects, and projects involving stakeholders across the Department.
- 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.

This position will make decisions regarding the make-up, meeting schedule, and assignments handed out in the complex contract sourcing team meetings they are assigned and may make sourcing-related decisions per current DTMB and MDOC Signature Authority Policy.

This position will also be trusted to publish routine work with only a brief review by the supervisor for content.

This position may gather documents in response to FOIA requests and submit them directly to the MDOC FOIA coordinator.

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

Any sourcing-related decisions that are outside of the position's authority under current DTMB and MDOC Signature Authority Policy.

When an issue resolution was not effective, when a contractor is in breach of contract, or when legal, policy or budgetary issues are involved.

The Procurement Manager will review and respond to all 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.

Normal office environment.

Extensive use of a computer.

Periodic inflexible deadlines occur during which increased levels of stress and pressure are experienced.

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?

The essential duties of this position are purchasing for complex categories and difficult buying activities, as detailed in Duty # 1.

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

New establishment

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

Acquires goods and services in complex categories for all MDOC program areas when needs arise, complying with State and Department purchasing policies, and protecting the State's best interests. This must be done efficiently and economically to support the Department's activities and protect budgetary resources. The work area also administers and maintains the procurement software, determining how it will be used by MDOC program areas, and providing training and support to MDOC users of the system, statewide.

This position is an integral part of the MDOC procurement team and also offers support to MDOC program areas, statewide.

MDOC Central Office Procurement is responsible for procuring commodities and services across the Department. This position will work in a senior-level capacity in the procurement of commodities and services.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Buyer 12

Three years of professional experience in the purchase, lease or sale of goods, services, or real estate equivalent to a Buyer, including one year equivalent to a Buyer P11.

Alternate Education and Experience

Buyer 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laws, rules, regulations, policies and procedures pertaining to State purchasing is preferred.

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.

Knowledge of the State's procurement software is preferred.

Experience with project management is desired, preferably for two or more years.

Experience with negotiations is desired, preferably for two or more years.

Ability to manage multiple projects, determine priorities, and complete work within required timelines.

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

10/24/2025

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