

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

Position Code

1. BUYERE

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 Buyer-E	10. Division Procurement, Monitoring, and Compliance
5. Working Title (What the agency calls the position) 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

This position functions as a Buyer for a wide variety of simple commodities and services in the Procurement Section of the Michigan Department of Corrections. This position oversees a variety of professional assignments to provide services for the purchase, lease and/or sale of commodities and services. Work is performed by preparing Requests for Information, Request for Proposals, managing purchasing projects, analyzing bid responses, making recommendations for award of contract and drafting the contract document. This process is completed in an open and competitive bid process.

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: 60

Purchase equipment, goods and services as requested by DOC management and ordering units statewide consistent with governmental purchasing directives, policies, practices and ethics.

Individual tasks related to the duty:

- Develop Request for Proposals (RFPs), solicit and evaluate bids, select vendors, conduct negotiations, issue simple contracts. Work with the Contract Monitoring Unit and/or vendors to resolve difficulties that may occur after order/contract issuance.
- Identify program requirements, research and analyze products, conduct surveys, project usage and compile other technical information for the development of contracts to address the DOC specialized needs.
- Prepare and issue contract changes when necessary.
- Attend on-site visits and or pre-bid meetings.
- Maintain records, compose correspondence, review financial data and prepare reports as required.
- Manage RFP processes including posting online RFPs, JEC Chairperson, facilitate JEC functions, synopsis, award recommendations and keeping information current in online RFP.
- Maintain complete procurement files.
- Develop and maintain an understanding of grants.
- Other related tasks as assigned.

Duty 2

General Summary:

Percentage: 25

Contract Administration.

Individual tasks related to the duty:

- Complete contract modifications, extensions and/or option years, dispute resolution, and cancellation of contracts.
- Receives from programming personnel the documents needed to make the business case for contract extensions and/or option years and negotiates extension terms and pricing with contractors.
- Prepare contract extensions and/or option years requests for contracts.
- Documents reasons for contract cancellation for review by management.
- Ensures continuation of commodities/services through emergency awards or other means if necessary.
- Resolve contractual issues and problems that arise between DOC and contractors.
- Audits spend on contracts quarterly to ensure that adequate funding is available.
- Reviews contract time frames to ensure extensions, option years and potential re-bids are completed timely.

Duty 3

General Summary:

Percentage: 5

Advise and Direct Department Staff on Purchasing.

Individual tasks related to the duty:

- Maintain thorough knowledge of the State of Michigan's purchasing policies, procedures and operational systems and advise Department staff accordingly.
- Maintain in-depth knowledge of related computer systems, such as Sigma, COMS, RADAR, Business Intelligence, etc. and explain and advises Department staff.
- Maintain a thorough knowledge of commodities and services available on contract, advise and direct Department staff as to the most, appropriate and cost-effective sources.
- Review and analyze recurring purchases to identify commodities or services that would be more efficiently procured via Statewide or regional contracts and advise staff accordingly.
- Consult with staff on requisitions, internal approvals requests, and for DTMB Central Procurement exception requests for adequacy and accuracy of specifications and other technical requirements.
- Participate on various special committee assignments and projects within the Department relative to procuring commodities and services.

Duty 4

General Summary:

Percentage: 5

Vendor Performance Review.

Individual tasks related to the duty:

- Enters complaints against vendors utilizing Sigma.
- Mediates disputes between vendors and the agency.
- Research issues of dissension, determines possible solutions and negotiates with staff/vendor toward final resolution.
- Recommends changes to curtail future controversies. Processes necessary documents to allow implementation of agreed upon changes.
- When contract termination is appropriate, determines if infractions on either side resulted in breach of contract. If so, makes recommendations for resolution.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assigned training.
- Responding to FOIA requests.
- Cross training with and serving as a backup for other buyers.
- Completing special projects.

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

This position makes the following types of decisions: which procurement vehicle will be used to obtain goods or services for various projects, which vendor will be recommended for award based on established criteria, is a requested change within the scope of the contract, when vendor performance issues should be escalated, when to close out a vendor performance issue.

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

All award recommendations, contract changes or amendments, contract termination decisions and negotiation plans must be reviewed by the supervisor. Initially, most trainee tasks will require some level of manager supervision and oversight.

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.

Work is performed in a standard office environment with extensive 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. |
| ☐ 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 functions as a buyer for a wide variety of commodities and services in the Procurement Section of the Michigan Department of Corrections. This position oversees a variety of professional assignments to provide services for the purchase or lease of commodities and services. Work is performed by preparing Requests for Information, Request for

Proposals, managing purchasing projects, analyzing bid responses, making recommendations for award of contract, and drafting the contract document. This process is completed in an open and competitive bid process.

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?

The Procurement section is responsible for procuring commodities and services for several areas within the Department of Corrections.

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 9

No specific type or amount required

Buyer 10

One year of professional experience in the purchase, lease or sale of goods, services, or real estate equivalent to a Buyer 9.

Buyer P11

Two 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 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of laws, rules, regulations, policies and procedures pertaining to purchasing.
- Ability to communicate effectively, both orally and in writing.
- Ability to coordinate work, determine priorities and work within tight timelines.
- Knowledge of Sigma, internet and spreadsheet software.

**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.

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