

1. Position Code

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DTMB- Procurement
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Customer Experience
4. Civil Service Classification of Position State Administrative Manager 15	10. Division Relationship Management Division
5. Working Title of Position (What the agency titles the position) Supplier Relations Manager	11. Section Supplier Relations Section
6. Name and Classification of Direct Supervisor Stephanie Epps-Guzek, State Division Administrator 17	12. Unit
7. Name and Classification of Next Higher Level Supervisor Stephen Meek-Davis, SBA 18	13. Work Location (City and Address)/Hours of Work Lansing, Michigan 8:00-5:00 M-F

14. General Summary of Function/Purpose of Position

This position will function as the administrative manager of the Supplier Relations Section. The Supplier Relations Section provides supplier relationship management, acts as a one-stop point of contact for current and potential suppliers, develops and issues supplier scorecards, plans and conducts supplier outreach events and supplier summits, responds to supplier protests, facilitates strategic supplier meetings, helps facilitate the resolution of supplier performance issues, performs supplier risk reviews, maintains supplier emergency management information and administers and reviews compliance of delegated authority requests. This first-line manager position is responsible for providing direction and control of functions and activities in the work area including establishing priorities, allocating staff-employee evaluation, counseling, selection, provision of technical and policy guidance and training of employees.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 60**

Manages, Assigns, and Monitors the activities of the Supplier Relations Section.

Individual tasks related to the duty.

- Provide policy guidance, performance expectations and leadership, and communication with staff
- Conduct staff meetings and conferences with staff to discuss progress on assignments or projects
- Provide direction and support for employee development and cross training
- Oversee the creation of section procedures
- Ensure production support needs are met through leveraging and prioritization of resources.
- Represent the Division Director in section matters at meetings with Procurement and outside executives
- Advise Procurement Management on issues related to the work of the section
- Responsible for performance management of staff

Duty 2

General Summary of Duty 2 **% of Time 35**

Provide overall direction and control of the functions and activities being performed in the work area.

Individual tasks related to the duty.

- Procurement's designated Process Owner for the core process of Supplier Relations.
- Directs the development and implementation of the State of Michigan's first Supplier Relationship management program to improve the state's relationships with its most critical, strategic suppliers and drive better outcomes
- Directs the development and implementation of supplier outreach programs and events
- Directs the development and implementation of strategic supplier engagement programs, which will allow executive-level review and dialoged on strategic vendors performance and future business operations
- Directs the development and implementation supplier scorecards and performance review programs, which will provide the state a means of sharing historic performance information across agencies
- Oversees the review of supplier protests of awards for all State of Michigan agencies
- Oversees the review and compliance of agency delegated authority requests for all State of Michigan agencies

Duty 3

General Summary of Duty 3 **% of Time 5**

Other duties as assigned.

Individual tasks related to the duty.

- Special projects as defined by leadership.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Independent decisions include defining and directing corrective action to resolve problem areas; evaluating, analyzing, and troubleshooting problems for the departmental customers; evaluating the performance of employees; and setting and maintaining work area priorities. Settlement of vendor protests for the State of Michigan.

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

New initiatives and policies that impact DTMB and organizational strategic goals.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Office type work-- standing, typing, filing, walking.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Vera Grishkina	Departmental Specialist 13		
Chad Cumberworth	Departmental Specialist 13		
Isidra Chavez	Departmental Specialist 13		
Brianna Howell	Departmental Analyst 9		

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties of this position?

The essential duties for this position include but are not limited to directing management of staff as well as ensuring the overall direction and control of the functions and activities being performed in the work area.

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

No changes

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

The Supplier Relations Section provides supplier relationship management, acts as a one-stop point of contact for current and potential suppliers, develops and issues supplier scorecards, plans and conducts supplier outreach events and supplier summits, responds to supplier protests, facilitates strategic supplier meetings, and helps facilitate the resolution of supplier performance issues. This position is the front-line manager of this section responsible for delegating assignments and ensuring performance expectations are met.

26. In your opinion, 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:

Two years of professional experience equivalent to the P11 level or one year of professional experience equivalent to the 12 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles and techniques of management, supervision, communication, and organization. Ability to instruct, direct, evaluate employees and communicate with others, both verbally and in writing. Ability to maintain control of the environment in high pressure situations. Ability to work well with a diverse range of individuals. Experience with protest evaluation and supplier management.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal vehicle.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date