

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 Division Administrator 17	10. Division Policy and Training
5. Working Title of Position (What the agency titles the position) Director of Policy and Training	11. Section
6. Name and Classification of Direct Supervisor Steve Meek-Davis, State Bureau Admin 18	12. Unit
7. Name and Classification of Next Higher Level Supervisor Jared Ambrosier, Senior Deputy Director 20	13. Work Location (City and Address)/Hours of Work Elliott-Larsen Building Lansing, Michigan 8:00-5:00 M-F

14. General Summary of Function/Purpose of Position This position will function as the overall director of the Policy, Training & Outreach Division for DTMB Central Procurement. Policy, Training & Outreach provides policy development, training, communication and buyer certification services to Central Procurement, as well as agency procurement areas. This position is responsible for ensuring that subordinate management staff are providing appropriate direction and guidance.
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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 90

Plans, organizes, directs, and controls the activities of Policy, Training & Outreach Division

Individual tasks related to the duty.

- Procurement's designated Process Leader for the core processes Policy, MiDeal & Ad Board; and Training & Communication
- Ensure expectations are met through leveraging and prioritization of resources
- Formulates and oversees current and long-range division strategies, plans, and policies
- Oversees the development and publication of the Michigan Procurement Manual containing all procurement-related policy
- Design and implement new programs within the division's prevue
- Conduct staff meetings and conferences with division management and other staff to discuss progress on assignments or projects
- Responsible for performance management of staff
- Advise Procurement executives and the Chief Procurement Officer on issues related to the work of the division
- Advise the Chief Procurement Officer on issues related to Customer Experience

Duty 2

General Summary of Duty 2

% of Time 10

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 related to the operations of the division which do not rise to the level of requiring Procurement executives and/or Chief Procurement Officer input (such as decisions with large budgetary impacts, major policy shifts, etc).

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

Policy or program changes with a substantial budgetary impact or substantial operational impact to agency partners.

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, and 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>
Corinna Batora	State Administrative Manager 15	Valerie Hiltz	State Administrative Manager 15
Robin Moore	Departmental Specialist 13	Mary Hanses	Departmental Analyst 12
Adrea Spira	Departmental Technician 9	Eric Pratt	Departmental Specialist 13
Tammy Fleming	Departmental Analyst 12	Shelby Troub	Departmental Analyst 11
Andy Marple	Departmental Specialist 13		

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 the management of staff as well as ensuring the overall direction and control of the functions and activities being performed in the division.

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

25. What is the function of the work area and how does this position fit into that function?
Policy, Training & Outreach provides policy development, training, and buyer certification services to Central Procurement, as well as agency procurement areas. This position is responsible for ensuring that subordinate management staff are providing appropriate direction and guidance

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 managerial experience.

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 overseeing programs related to procurement preferred.
Experience with procurement-related training greatly preferred
Experience with policy development greatly preferred
Experience overseeing extended purchasing programs greatly preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

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