

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Transportation / 5901
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Executive
4. Civil Service Position Code Description	10. Division
Departmental Analyst-E (Trainee, 9-P11)	Office of Business Development (OBD)
5. Working Title (What the agency calls the position)	11. Section
Field Compliance Analyst (Metro Region)	Business and Workforce Engagement Section - Lansing
6. Name and Position Code Description of Direct Supervisor	12. Unit
Schroeder, PaHoua; Departmental Manager 14	Small Business Compliance Services Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Sundberg, Nicholas; State Administrative Manager 15	1060 West Fort Street, Detroit M-F 7:30 a.m. – 4:30 p.m. (hours may vary)
14. General Summary of Function/Purpose of Position	
This position supports the implementation and monitoring of the Disadvantaged Business Enterprise (DBE) Program, Small Business Program (SBP), statewide external Equal Employment Opportunity Contract Compliance (EOCC) Program, On-the-Job Training (OJT) Program, and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Programs in the assigned MDOT region(s). Conduct field investigations, compliance reviews, commercially useful function reviews, contract compliance monitoring activities, and certification processing. Utilizes the Department's standard specifications for construction, and administrative rules governing the prequalification of contractors and consultants. Ensures adherence to federal and state regulations and supports the Department's business development programs and goals. This position requires possession of a valid driver's license to conduct field/on-site reviews or investigations.	

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 of Duty 1 % of Time 50

Perform compliance monitoring activities, field investigations, and evaluations to ensure compliance with federal and state program regulations. Oversee the DBE Commercially Useful Function (CUF) (49 CFR 26) and SBP Contract Compliance Monitoring (CCM) requirements in the assigned MDOT region(s). Serve as a program resource on the CUF and CCM requirements and enforce applicable regulatory requirements on behalf of the Department.

This duty requires possession of a valid driver's license to conduct field/on-site reviews or investigations.

Individual tasks related to the duty.

- Interpret and apply federal DBE and SBP program regulations to ensure compliance with 49 CFR Part 26 and related guidance; provide clarification to internal and external stakeholders on program requirements and implementation strategies.
- Analyze and interpret MDOT and Federal Highway Administration (FHWA) policies, procedures, and documentation, including policy manuals, forms, and guidance materials, to support consistent application across projects and ensure alignment with federal mandates.
- Investigate program complaints and civil rights violations related to DBE/SBE participation; conduct fact-finding, assess compliance risks, and recommend corrective actions or negotiated resolutions to address deficiencies.
- Monitor and evaluate contractor and subcontractor compliance with DBE/SBP requirements under federal, state, and local laws; conduct desk and field audits to assess adherence to participation goals and program integrity. Make recommendations to management to determine non-compliance, sanctions, etc.
- Track and review DBE and SBP contracts and subcontractor utilization, including commitments and payments, to ensure accurate reporting and fulfillment of contract goals.
- Participate in pre-construction meetings to communicate program requirements and expectations when necessary.
- Conduct on-site and project reviews on DBE/SBE firms performing on projects, to verify compliance with regulatory and procedural requirements. Make recommendations to management to determine non-compliance.
- Conduct DBE/SBE interviews and field and on-site reports. Conduct reviews and office site visits of DBE/SBEs for the DBE Program and SBP.
- Review project documentation related to DBE and SBP performance; (e.g., inspectors daily reports, payroll, contractual agreements, construction material data and information, payrolls, etc.). Make recommendations to management to determine and issue non-compliance communication to contractors afterwards.
- Make determinations when CUF and CCM investigations are warranted based on project data, reports from project offices, complaints, etc. Determinations could include compliance with CUF or CCM, and if not in compliance, an infraction is issued.
- Conduct investigation on complaints of discrimination on construction projects and make recommendations on action to be taken.
- Provide guidance and technical assistance to project personnel, project managers and contract administrators on CUF and CCM performance issues and compliance violations.
- Prepare detailed reports and briefings for management on project status, findings, and compliance outcomes.

Duty 2

General Summary of Duty 2 % of Time 20

Conduct on-site reviews on firms applying for certification in the DBE Program and SBP.

Individual tasks related to the duty.

- Interpret DBE Program and SBP requirements, policies, procedures, policy materials, forms and other documents as needed to potential applicants.
- Conduct onsite reviews on firms applying for DBE Program and/or SBP certification.
- Review and determine eligibility of DBE Program and/or SBP applicants and identify if they meet all federal requirements for the program.
- Perform analysis of inter-state certification applications for determination based on federal requirements and small business procedures.
- Evaluate and determine the adequacy of resources and/or expertise needed to perform department-approved work classifications.

Duty 3

General Summary of Duty 3 % of Time 10

Assist with OJT and EOCC field investigations and interviews.

This duty requires possession of a valid driver's license to conduct field/on-site reviews or investigations.

Individual tasks related to the duty.

- Conduct OJT and EOCC field/on-site review, interview OJT Program participants as part of the program's compliance.
- Conduct EEO compliance reviews on contractors with a department contract. Conduct field audits on active projects to ensure program participants are employed without discrimination.
- Support OJT Program talent pipeline, participate in outreach, training, and recruitment events.

Duty 4

General Summary of Duty 4 % of Time 10

Review Construction and Consultant contracts to assist DBE/SBEs with prompt payment provisions.

Individual tasks related to the duty.

- Interpret and apply MDOT and FHWA policies, procedures, and regulatory guidance to contractors and consultants.
- Maintain and utilize databases to record, track, and analyze construction and consultant contract data, including payment activity.
- Monitor and review payment documentation to ensure compliance with prompt payment provisions; collect and assess supplemental data from contractors to evaluate prompt payment performance on contracts.
- Monitor assigned contracts with DBE/SBE commitments to ensure compliance with program and applicable regulations, support goal attainment, and track progress toward attaining DBE/SBP goals.
- Evaluate and verify prompt payment requirements are documented, implemented, and communicated to the contractors.
- Review DBE utilization documentation, DBE subcontracts, and vendor invoices to ensure regulatory compliance requirements are met and all applicable documentation is included and accurate. Identify and document noncompliance issues, assist with investigations and contribute to problem resolution. Resolutions could include voluntary corrective action plans, etc.

Duty 5**General Summary of Duty 5****% of Time 10**

Other duties assigned.

Individual tasks related to the duty.

- Assist with special projects, data system updates, and process improvement initiatives.
- Plan, attend, and participate in various OBD Events and Conferences.
- Support the implementation of the OBD programs.
- Assist current and potential DBE/SBEs with specific business development needs, conduct training as needed, and educate DBE/SBEs, prime contractors and MDOT staff on contract compliance issues.
- Conduct call services assessment visit with DBE/SBEs, and other MDOT firms with specific business development needs.
- Identify potential areas of compliance vulnerability and risk (e.g., lack of training/experience with wage labor, business practices specific to MDOT, access to capital, etc.), then recommend corrective action plans to ensure proper MDOT forms are completed and submitted timely.
- Conduct training, focus groups, business development training and MDOT specific training associated with specific types of work and contract compliance issues.
- Create appropriate forms, brochures, and program aids to facilitate participation by DBE/SBEs.
- Give presentations on external civil rights programs to the general public, contractors, and MDOT stakeholders, and MDOT employees, as needed.
- Train other employees.
- 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.

Review DBE/SBE utilization documentation, DBE/SBP subcontracts, and vendor invoices to ensure regulatory contract compliance requirements are met and all applicable documentation is included and accurate; identify and document noncompliance issues, assist with investigations and contribute to problem resolution. Decisions could affect DBE/SBP subcontractors, contractors, etc. eligibility for these programs.

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

- When there are conflicting priorities or when program guidelines, procedures or policies are ambiguous or silent regarding the specific issue or question.
- Matters which transcend the authority of the position.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Position requires extensive use of a computer, ability to move/transport materials weighing up to 50lbs and remaining in a stationary position for extended periods of time. May require extensive travel to meetings, training and field reviews. Ability to traverse irregular and steep terrain, exposure to weather, traffic, construction hazards, noise, dirt, concrete and bit materials, and other conditions with heavy construction. Position may require availability outside normal working hours based on operational needs. Position requires possession of a valid driver's license.

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. (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>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ 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 supports the implementation and monitoring of the Disadvantaged Business Enterprise (DBE) Program, Small Business Program (SBP), statewide external Equal Employment Opportunity Contract Compliance (EOCC) Program, On-the-Job Training (OJT) Program, and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Programs in the assigned MDOT region(s). Conduct field investigations, compliance reviews, commercially useful function reviews, contract compliance monitoring activities, and certification processing. Utilizes the Department's standard specifications for construction, and administrative rules governing the prequalification of contractors and consultants. Ensures adherence to federal and state regulations and supports the Department's business development programs and goals.

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

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

The Office of Business Development implements, monitors, and evaluates the federally mandated DBE, SBP, OJT, Title VI, ADA, and EOCC programs.

The Compliance Services Section is responsible for compliance monitoring, conducting research, analysis, and to ensure program integrity and alignment with federal and state requirements.

The position is essential in carrying out the mandate.

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

EDUCATION:

Bachelor's Degree in any major

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience Departmental Analyst 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.

Departmental Analyst (Departmental Trainee) 9

Education - Educational level typically acquired through completion of high school.

Experience - Four years of experience as an advanced 9-level worker in an ECP Group One classification. OR Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification. OR Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification. OR Two years of experience as a first-line supervisor in an ECP Group Three classification. OR One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- An understanding of primary functions of the Department.
- Detailed knowledge of business structures.
- Detailed knowledge with business assistance programs, including service providers.
- Knowledge of the Department's standard specifications for construction, administrative rule governing the prequalification of bidders for highway and transportation work and the DBE/SBE certification requirements.
- Knowledge of the initiation, development, implementation, accomplishment, and evaluation of federal and state public programs.
- Extensive skill/knowledge in operating computers, smartphones, software applications, internet browsers, data storage and file management systems.

Ability to:

- Interpret state and federal regulations and to understand/implement contract compliance evaluation techniques.
- Communicate both verbally and in writing.
- Excellent interpersonal skills.
- Exercise independent judgment and take initiative.
- Perform proficiently in personal computer usage and programs.
- Maintain favorable public relations

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required and must maintain throughout employment in the position.

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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