

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTAR51Y

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Office of Business Development (OBD)
5. Working Title (What the agency calls the position) Senior Field Compliance Analyst - Metro Region	11. Section Business and Workforce Engagement Section
6. Name and Position Code Description of Direct Supervisor SCHROEDER, PAHOUA N; DEPARTMENTAL MANAGER-3	12. Unit Small Business Compliance Services Unit
7. Name and Position Code Description of Second Level Supervisor SUNDBERG, NICHOLAS L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 1060 West Fort Street, Detroit, MI 48226 / M- F 7:30 a.m. - 4:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position conducts complex Contractor Compliance reviews on contracts greater than ten million dollars, conducts field visits and complex investigations, including those that span multiple projects or regions, involve formal enforcement actions, or require extensive audits of project documentation. This position oversees regional compliance reviews and serves as a statewide resource, offering technical guidance and training to Michigan Department of Transportation (MDOT) staff, contractors, and external stakeholders. The role supports the implementation and monitoring of several key programs, including the Disadvantaged Business Enterprise (DBE) Program, Small Business Program (SBP), Equal Employment Opportunity Contract Compliance (EOCC) Program, On-the-Job Training (OJT) Program, and the Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program within assigned regions.

This position applies MDOT's standard construction specifications and applicable contract requirements and administrative rules, ensures adherence to both federal and state regulations, and plays a key role in supporting the department's business development needs and objectives

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:

Percentage: 50

Conduct on-site field visits, compliance evaluations, and complex investigations, 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) and statewide when necessary. Serve as a statewide 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 and state DBE/SBP regulations (49 CFR Part 26), ensuring MDOT compliance through updated policies, procedures, and training. Serve as a subject matter expert, lead implementation strategies, and coordinate with internal and external stakeholders to align with evolving federal guidance.
- 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.
- Develop and manage a statewide compliance monitoring framework, including risk assessments, CUF/CCM audits, and corrective action plans.
- Assigned the more complex DBE/SBE on-site reports to conduct on firms with multi-affiliations and subsidiaries, complicated financial statements, promissory notes and loans from non-disadvantaged persons. Evaluate in-kind services rendered by a non-disadvantaged person to a DBE/SBE or intricate conveyances and memorandums of control.
- Oversee compliance on projects by reviewing documentation, tracking commitments and payments, and conducting site visits. Ensure contract commitments are met, resolve discrepancies, and provide active engagement with project offices and project staff during pre-construction and throughout project execution.
- Conduct investigations on complaint files against contractors doing business with MDOT and negotiate an amendable solution, on finding. Act as a consultant to contractors in the development of program(s) to meet contractual and address workforce requirements.
- Participate in pre-construction meetings to communicate program requirements and expectations when necessary.
- 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.
- Provide guidance and assistance on compliance issues, prepare reports and briefings for leadership. Develop tools and resources to enhance understanding of DBE/SBP requirements and maintain program compliance.
- Implement corrective action plans approved by management; oversee contractor's adherence to corrective plan, determine compliance with DBE/SBP requirements under federal, state, and local laws; conduct desk and field audits to assess adherence to contract goals and program integrity.
- Prepare field audit investigative reports on DBE/SBE contractors with active contracts to verify whether or not a commercial useful function is being performed to make a determination as to the adequacy of resources and/or expertise to perform in the classification approved by the department.
- Prepare complex federally mandated annual reports (e.g., compliance reporting to FHWA), respond to audits and inquiries from other states and federal agencies.

Duty 2

General Summary:

Percentage: 20

Reviews in-state and out-of-state firms seeking certification into the DBE Program and SBP and/or firms in need of additional review to remain in the DBE Program and/or SBP. Serve as a resource on the DBE Program and SBP for assigned area.

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 the more complex on-site reviews on firms applying for DBE Program and/or SBP certification. Evaluate and process the more complex applications and determine eligibility of DBE Program and/or SBP applicants/firms and ensure adherence to applicable federal and procedural requirements for the program(s).
- Review, analyze, and process in-state and out-of-state recertifications into the DBE Program and/or SBP in accordance with federal requirements and small business procedures.
- Perform field inspections and compliance investigations of contractors conducting work with/for MDOT to ensure compliance with contract requirements.
- Investigate and determine the adequacy of resources and/or expertise needed to perform department-approved work classifications.
- Maintain active involvement in Unified Certification Process for all DBE Program and SBP certifying agencies in the state of Michigan.

Duty 3**General Summary:****Percentage: 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:

- Assigned the more complex EEO reviews to conduct on contracts greater than ten million dollars with a number of DBE/SBE subcontractors and OJT.
- Conduct OJT and EOCC field/on-site review, interview OJT Program participants, assist and assess contractor compliance per federal regulations.
- Identify and assess program reporting and program issues, notify program staff and recommend corrective action for problems that affect department policy and implement changes upon approval.

Duty 4**General Summary:****Percentage: 10**

Identify, investigate, and assist D/SBEs with prompt payment provisions on construction and consultant contracts.

Individual tasks related to the duty:

- Interpret and ensure prompt payment provisions are met as required per policies, procedures, and federal regulations.
- Develop and implement solutions ensuring to document, follow up, and inform management of issues addressed with prompt payment provisions.
- 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 contracts with DBE/SBE commitments to ensure compliance with program regulations and requirements, support goal attainment, and track progress.
- Respond to and investigate complaints and determine best solutions for substantiated complaints.

Duty 5**General Summary:****Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Support and implement OBD programs statewide.
- 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/SBE, 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.
- Participate in various OBD events and conferences.
- Develop and train 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.

Considerable independent decision making in determination of contractor compliance with contract requirements. 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 made by this position 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.
- Issues regarding MDOT or federal policy, subjects that are politically sensitive, and matters which transcend the authority of the position.

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.

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, be 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.

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 conducts complex Contractor Compliance reviews on contracts greater than ten million dollars, conducts field visits and complex investigations, including those that span multiple projects or regions, involve formal enforcement actions, or require extensive audits of project documentation. This position oversees regional compliance reviews and serves as a statewide resource, offering technical guidance and training to Michigan Department of Transportation (MDOT) staff, contractors, and external stakeholders. The role supports the implementation and monitoring of several key programs, including the Disadvantaged Business Enterprise (DBE) Program, Small Business Program (SBP), Equal Employment Opportunity Contract Compliance (EOCC) Program, On-the-Job Training (OJT) Program, and the Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program within assigned regions.

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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, Americans with Disabilities Act (ADA), Title VI, 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.

This position is essential in ensuring that the responsibilities of the Department, as it relates to the above-mentioned programs, are met.

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:

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operating computers, smartphones, software applications, internet browsers, data storage, and file management systems.
- Primary functions of the OBD, MDOT, and United States Department of Transportation (USDOT).
- Business structures, business assistance programs, including service providers, heavy highway construction contractors and consultants, and MDOT work types.
- Department's standard specifications for construction, rules governing the prequalification of bidders for highway and transportation work.
- DBE/SBE certification requirements and CUF/CCM regulations.
- Initiation, development, implementation, accomplishment, and evaluation of federal and state public programs.

Ability to:

- Communicate effectively with others.
- Interpret state and federal regulations and to understand/implement contract compliance evaluation techniques.
- Formulate plans, procedures, and controls for OBD programs.
- Exercise independent judgement, set priorities, take initiative, and meet tight deadlines.
- Establish and maintain excellent working relationships with department staff, contractors, consultants, and industry stakeholders.
- Read, interpret, or explain applicable standards, regulations, plans, and specifications.
- Accurately and clearly complete required paperwork.
- Perform complex investigations.
- 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 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.

CHRISTINA TIJERINA

Appointing Authority

7/8/2026

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