

## Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

**Position Code:** DPTLTCH147R

**Civil Service Class and Level:** Departmental Technician-E

**Working Title (What the agency calls the position):** Construction Administration Technician

**Name and Position Code Description of Direct Supervisor:** RENNER, LINDSEY L; STATE DIVISION ADMINISTRATOR

**Department/Agency:** TRANSPORTATION CENTRAL OFFICE

**Bureau (Institution, Board, or Commission):** Bureau of Field Services (BFS)

**Division:** Construction Field Services (CFS)

**Section:** CFS

**Unit:** CFS

**Work Location (City and Address)/Hours of Work:** 8885 Ricks Road, Lansing MI / 7:30 am- 4:30 pm Monday – Friday (hours may vary)

**General Summary of Function/Purpose of Position:** This position supports Construction Field Services (CFS), its programs, services, and activities by performing technician duties. Responsibilities include, but are not limited to, compiling, reviewing, monitoring, and certifying financial, statistical, and other data including the Division's procurement card process and invoicing. This position also determines eligibility, processes payments and tracks reimbursement requests while maintaining financial related fields to ensure accuracy of files for audit purposes. The role also interprets guidelines and regulations related to state and federal programs; serves as Division's Statewide Integrated Governmental Management Applications (SIGMA) financial coordinator; and tracks payroll and Contract Services Support and Maintenance (CSS&M) budget versus expenditures, and prepares reports to meet the specialized needs of varied programs or requests.

**Assigned duties and tasks for each duty.**

**Duty 1:** Perform technical assignments in support of Section, Division, and the Bureau for provided services, programs, and activities.

- Obtain, compile and review financial and statistical data to determine eligibility and approve qualifying expense payments in accordance with established policies.
- Review financial documentation to determine eligibility for payment within SIGMA. Apply applicable State of Michigan and Michigan Department of Transportation (MDOT) procurement and payment, identify documentation issues or discrepancies, and determine the necessary corrective action prior to approval and processing in SIGMA.
- Develop, maintain and update Division policy to support efficient processing of various types of payments including: invoices, vendor reimbursement, emergency purchase order, and direct vouchers.
- Review procurement logs to determine eligibility, approve qualifying transactions, and monitor through completion with Finance.
- Create statewide blanket purchase orders for maintenance materials, work with engineering/technical staff to develop specifications, Requests for Proposals (RFP), bid documents, and cost estimates.
- Ensure budgetary compliance, certify eligibility and acceptance of material for expenditures on an on-going basis.
- Certify employees eligibility for travel voucher reimbursement and review financial coding, including evaluating policy changes that may impact travel reimbursement processes.
- Aid in the development of service contracts, and provide procurement assistance in finding and onboarding training vendors such as fork lift training, hazardous materials training, first aid and Cardiopulmonary Resuscitation (CPR) training.
- Draft and update procedures to reflect policy changes and keep staff informed on methods for procuring services and equipment.
- Validate purchasing documentation and obtain required approvals to initiate purchase orders for equipment, software, and materials.
- Prepare CS-138 documents for commodity codes as needed.
- Provide technical financial and procurement support to the Bureau Financial Analyst, including compilation, review, reconciliation, and reporting of financial data.
- Review invoices received from other state agencies to ensure accuracy and eligibility of the costs.
- Log and track reimbursement requests through the approval process to ensure acceptance of documentation for reimbursement.
- Plan, develop and conduct programs to train and develop Bureau staff's knowledge and ability of proper self-entry for time accounting and procurement coding.
- Prepare and edit reports and conduct related correspondence from the state's accounting system and related software packages.
- Review for accuracy, prepare and process invoices for conferences, utilizing appropriate funding sources and coding in SIGMA.
- Provide guidance regarding functions, rules, regulations and policy for all related procurement and SIGMA time entry functions.
- Compile, review and monitor financial and general budget data through to reconciliation while working with the assigned Bureau Financial Analyst.
- Maintain knowledge base of Ad Board topics and decisions.

**Duty 2:** Provide technical assistance and support for the CFS building maintenance needs, conference costs and planning and travel cost assessments and reports.

- Evaluate facility maintenance and service needs, determine the appropriate responsible entity or contractual mechanism, initiate and monitor work orders, and coordinate resolution with Department of Technology Management and Budget (DTMB), property management, vendors, and CFS staff.
- Provide instruction and updated procedures for Building Evacuation Procedures in alignment with DTMB, and ensure required equipment and instructions are available and functional at all designated exits.
- Communicate building event needs such as parking, waste receptacles, communal gathering locations in alignment with DTMB lease expectations.
- Coordinate administrative and financial activities associated with environmental monitoring and remediation activities at the CFS facility, including but not limited to groundwater monitoring, mercury, and trichloroethylene (TCE). Track associated expenditures, documentation, work orders, and funding needs; coordinate with appropriate technical staff/agencies.
- Assist with preparing and processing of Out of State Travel Requests.
- Create reports, presentations, graphs and spreadsheets to aid in the evaluation of travel cost vs. time for staff.
- Record and report on the usage of federal training funds for CFS staff to maximize taxpayer benefit.
- Work with units to communicate the arrival and placement of material samples or deliveries.
- Aid in ensuring pool vehicles and assigned vehicles are maintained and replaced in collaboration with the Pavement Operations Administrative Assistant. Serve as the back-up for material drop-off and building delivery facilitation and the maintenance and ordering of assigned CFS vehicles.

**Duty 3:** Provide technical administrative and financial support to Division and Bureau operations.

- Audit payroll, equipment usage, travel documentation, and purchasing records for compliance with established policies and coding requirements.
- Review travel logs, reservations, mileage records, and supporting documentation; identify discrepancies and coordinate corrections.
- Interpret and provide guidance regarding applicable purchasing, travel, payroll, records-retention, and administrative procedures.
- Serve as the backup administrative support including meeting scheduling, reception coverage, records maintenance, office equipment coordination, travel log processing, equipment replacement needs, maintain distribution lists, inventory and supply coordination.
- Serve as a backup timekeeper responsible for the timely review and approval of employee timesheets ensuring compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures and ensuring accurate coding. Remain available throughout payroll processing and continuously run payroll queries to ensure all timesheets are timely completed and submitted through to the Office of Human Resources. Review and ensure equipment usage is tracked and entered appropriately. Assist employees with timesheet corrections.

**Duty 4:** Other duties as assigned.

Other duties as assigned.

**Types of decisions made independently and whom or what those decisions affect:** Independently reviews financial, procurement, travel, reimbursement, payroll, and related documentation and determines compliance with established State of Michigan and MDOT policies and procedures. Determines whether documentation is sufficient to authorize or process transactions and identifies corrective action when requirements are not met. Determines appropriate financial and procurement coding and resolves routine discrepancies with staff, vendors, and other state agencies. Interprets established policies and procedures and provides guidance to CFS staff regarding procurement, payment, travel, SIGMA, and related administrative requirements. Identifies opportunities to improve procedures and recommends or develops revisions to Division processes within established policy.

**Types of decisions that require the supervisor's review:** Changes in work procedures and when technical assistance is required; new situations not dealt with before; when unsure of supervisor's viewpoint.

Clarification on policies, procedures, work rules, implementation of strategies, definition and clarification of management decisions or special assignments if unclear.

Determination of work priorities when many issues arise that require immediate attention.

**Physical effort used to perform this job and environmental conditions of this position:** Typical duties associated with an office environment include operating a computer for a long period of time and operating office equipment.

Ability to work under tight deadlines and perform multiple tasks and/or functions.

Ability to infrequently transport/move supplies up to 25 lbs.

Occasional travel and overnight stays.

Position may require availability outside normal working hours based on operational needs.

**Names and classes and levels of employees whom this position immediately supervises:**

**The essential functions of this position:** This position supports Construction Field Services (CFS), its programs, services, and activities by performing technician duties. Responsibilities include, but are not limited to, compiling, reviewing, monitoring, and certifying financial, statistical, and other data including the Division's procurement card process and invoicing. This position also determines eligibility, processes payments and tracks reimbursement requests while maintaining financial related fields to ensure accuracy of files for audit purposes. The role also interprets guidelines and regulations related to state and federal programs; serves as Division's Statewide Integrated Governmental Management Applications (SIGMA) financial coordinator; and tracks payroll and Contract Services Support and Maintenance (CSS&M) budget versus expenditures, and prepares reports to meet the specialized needs of varied programs or requests.

**The function of the position's work area and how it fits into that function:** This position serves as CFS's primary technical resource for procurement, payables, and related financial administrative processes. The position independently reviews transactions and supporting documentation, applies established State and Department policies to determine eligibility and appropriate processing, monitors procurement and payment activity, and provides guidance to Division staff.

**Minimum education, experience, and credentials typically needed to perform the position's essential functions:**

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Departmental Technician 7**

One year of experience performing administrative support activities equivalent to the 7-level in state service.

**Departmental Technician 8**

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

**Departmental Technician E9**

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

**Alternate Education and Experience****Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

**Departmental Technician 8**

Possession of a Bachelor's degree may be substituted for the experience requirement.

**Departmental Technician E9**

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Rules, regulations, policies, procedures, precedents, and terminology used.
- Organization, work flow, staffing forms, and procedures. Must be able to communicate effectively.

Skilled in:

- Organization, accuracy, teamwork, willingness to learn.

Ability to:

- Work independently and be a self-starter.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.