# 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.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MIL AFFR CENTRAL OFFICE</td>
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<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
<tr>
<td></td>
<td>State Operations</td>
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<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
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<tbody>
<tr>
<td>Buyer-E</td>
<td>Purchasing &amp; Contracts</td>
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<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
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<tbody>
<tr>
<td>Buyer</td>
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<tbody>
<tr>
<td>PREMOE, TARA L; STATE ADMINISTRATIVE MANAGER-1</td>
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<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
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<tbody>
<tr>
<td>APOSTOL, CHRISTINE F; STATE OFFICE ADMINISTRATOR</td>
<td>3423 N. Martin Luther King Jr. Blvd, Lansing, MI / 7:45 Am - 4:30 Pm Monday-Friday</td>
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<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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<tr>
<td>This position is responsible for carrying out professional buyer assignments. This position will work primarily in the DMVA Lansing central purchasing office and will assist in the procurement of a variety of commodities, equipment, and services for the DMVA central purchasing office. This position will report to the Procurement Manager, who will coordinate day to day work assignments.</td>
</tr>
</tbody>
</table>
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:**
Will be responsible for the procurement process for a variety of commodities and services specific to the department. Assist in drafting quotations for commodities and services, statements of work and specifications while following DMVA, state and federal policies, procedures and guidelines. Procures commodities and services from the best possible source utilizing state purchasing requirements, appropriate source of supply, market and trade conditions while adhering to state delegated authority. Audit and analyze vendor pricing and market conditions. Evaluates quotes and bids making recommendations for awards. Generates reports as necessary relating to purchasing activities, accounting, and engineering offices.

**Individual tasks related to the duty:**

- Writes, reviews and evaluates department requisitions (6-1's) and determines the most appropriate procurement method. For Requests for Quotations (RFQ's), Requests for Proposals (RFP's), selects representative list of bidders to receive solicitations utilizing SIGMA and other resources, issues Department Purchase Orders, Contracts, Contract Releases, credit card purchases or State requisitions through the State of Michigan SIGMA system.
- Evaluates purchase requests from department staff for accuracy, to include price quotations and statements of work/specifications and justification descriptions.
- Determines the most appropriate procurement method and prepares quotations, contractual agreements, and purchase order for commodities and services, and makes award recommendations.
- Established best method of payment (procurement card or other forms processed by accounting section) for proper processing and accountability for submission to accounts payable.
- Obtains appropriate approvals by coordinating and working on a regular basis with DMVA Procurement Manager and buyers in the development of statements of work and specifications from field data and correspondence.
- Conducts and attends on-site, pre-bid meetings serving as the DMVA spokesperson while out for bid.
- Reviews direct purchase quotation requests to verify compliance or non-compliance with statements of work and/or specifications and general requirements, reviews pricing information to determine lowest responsive and responsible bidder for recommending and/or awarding contracts or purchase orders.
- Maintains procurement files, records, prepares reports related to work.
- Prepares correspondence related to the work. Ability to combine like items advantageous in the cost and availability of product, combines like items into one contractual agreement.
- Maintains vendor files for sources of supply and historical pricing of commonly purchased commodities and services.
- Maintains daily contact via telephone, electronically, and traveling weekly to Lansing meeting and coordinating with DMVA central purchasing, accounting, environmental, engineering, State and Federal personnel, including DTMB - Procurement as necessary.
- Surveys equipment needs and prepares statistical data. Compiles other technical information relating to contract preparation.
- Regular communication with vendors via telephone, electronically and/or person obtaining information on new products/services, and researches private/public sector for supply of commodities and services and maintains on-site vendor files.
- Prepares service evaluations and contract renewals. Keeps informed of market conditions.
- Audits discrepancies in State requisition contracts and purchase order invoices against price quoted, resolves problems and distinguishes the payment amount to be rendered and submits to accounts payable.
- Initiates complaint to vendor forms, claims against vendor and/or freight companies for loss or damaged materials.
- Verifies freight bills and transportation charges on quotation requests.
- Resolves vendor complaints and performance issues as necessary.
- Maintains in person and telephone contact with vendors, Federal and State staff to ensure prompt delivery, follow-up on past due deliveries, adherence to work requirements/specifications, emergency requirements, and pricing for Camp Grayling and for DMVA central purchasing as requested.
- Assures orders are placed with office supply vendor.
- Reconciles monthly billing assuring all orders are shipped and received by originator.
- Assures all office supplies are a bona fide need and justified for all personnel.
- Inspects items, as to quality and quantity, against freight documents.
- Opens, timestamps, separates, and distributes incoming mail as it relates to purchasing in mail/stores room (back-up to department tech.
- Counts, weighs, and measures purchased goods received or issued against purchasing documents.
- Verifies incoming orders for accuracy against purchasing documents.
- Reorders commodities according to a prescribed inventory system/process.

**Percentage:**

| Percentage | 65 |

**Duty 2**

**General Summary:**
Reviewing and ensuring PCard Payment Request (PRCC) are done correctly. PRCC’s are the transaction details which come from Bank of America and populate in SIGMA. PRCCs must be done correctly to ensure DMVA is billed properly for the charges throughout the year. Annual DMVA procurement charges can exceed $3,000,000.00. Analyzing reports to ensure all PRCC’s are complete and accurate to allow for DTMB to process the Journal Vouchers to bill for every Procurement Card Cycle. Position will oversee and reconcile all PRCC’s to the cycle total to ensure DTMB is correctly charging DMVA.

**Individual tasks related to the duty:**

Reviewing and ensuring PCard Payment Request (PRCC) are done correctly. PRCC’s are the transaction details which come from Bank of America and populate in SIGMA. PRCCs must be done correctly to ensure DMVA is billed properly for the charges throughout the year. Annual DMVA procurement charges can exceed $3,000,000.00. Analyzing reports to ensure all PRCC’s are complete and accurate to allow for DTMB to process the Journal Vouchers to bill for every Procurement Card Cycle. Position will oversee and reconcile all PRCC’s to the cycle total to ensure DTMB is correctly charging DMVA.

**Percentage:**

| Percentage | 25 |
• Run and analyze reports for status of PRCCs to look for mistakes or PRCC’s that will not convert to the Journal Voucher successfully. This position will review problem PRCC’s and determine what the error is and fix the problem.
• Review the errors, determine the problem and course of action to fix.
• Verify that all PRCCs for the Procurement Card Cycle has been validated and submitted.
• Review DMVA Transaction Detail Reports – analyze data for any possible fraudulent transactions.
• Communicate with cardholders/supervisors/Department PCard Administrator as needed.
• Maintain timeliness report.
• Maintain violation report and educate cardholders.
• Work with Department PCard Administrator on outstanding Transaction Detail Reports and issues.
• Provide backup assistance to DMVA Procurement Card Administrator, including, but not limited to processing applications, running spend reports, and analyzing spend data.

Duty 3
General Summary: Percentage: 5
This position provides administration and analytical support for boilerplate metrics. This position is responsible for compilation of boilerplate reporting requirements, ensuring appropriate branches submit timely, and follow up as needed. This position is responsible for compiling all information into the appropriate format.

Individual tasks related to the duty:

• Responsible for compilation of boilerplate reporting requirements yearly.
• Ensure appropriate branches submit boilerplate requirements timely.
• Follow up on submission of reporting requirements as needed.
• Responsible for compilation of data into appropriate format.

Duty 4
General Summary: Percentage: 5
This position provides analytical support to ensure Contract Monitoring and Contract Monitoring Reporting requirements are met. Review and ensure Contract Monitoring Plans are in place per Michigan Procurement Policy Manual (MPPM) and appropriate Contract Compliance Reports are completed.

Individual tasks related to the duty:

• Ensure Contract Monitoring Plans are completed for all contracts as required by the MPPM.
• Monitor DMVAs compliance with Contract Monitoring Program.
• Assist with yearly MPPM audit.
• Maintain spreadsheets/documents on Contracting Monitoring Plans and Contract Monitoring Reports.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

In a learning capacity seeking guidance from buyer manager and/or professional buyer staff daily decisions are made regarding evaluation of price, quantity, vendor selection, item substitution and replacement. Review vendor proposals/bids responses and pricing information to determine the lowest most responsive and responsible vendor to provide the commodities or services required and make recommendation and/or award of contractual agreements and purchase orders as necessary to meet departmental demands. State and Federal staffs are affected if vehicles, equipment, supplies, or services are not received in a timely and efficient manner as requested. Decisions on prompt processing of purchases, prioritizing of projects and importance of requirements while following state and federal purchasing procedures and guidelines is imperative. Maintenance projects cannot be completed timely if there is a lack of sufficient materials, equipment and/or services.

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

Requisitions, quotations, solicitations, purchase orders and contractual agreements must receive and obtain appropriate DMVA buyer manager and/or professional buyers final approvals prior to processing. Guidance may be necessary in emergency situations and in complex issues where no precedent has been set. Guidance on complex situations that apply to State and/or Federal policies, regulations and procedures.

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 may require periodic travel, some overnight to include weekly/biweekly travel to Lansing DMVA central purchasing office to meet with supervisor on a regular basis. Priorities and deadlines constantly changing with frequent interruptions. Daily use of personal computer, sitting, walking, standing, reaching, and bending. The environment is usually typical of a standard office environment. Some days may be confined to sitting and telephoning. Changing deadlines have to be met frequently; ability to be flexible in adjusting to these changes.
20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- [N] Complete and sign service ratings.
- [N] Assign work.
- [N] Provide formal written counseling.
- [N] Approve work.
- [N] Approve leave requests.
- [N] Review work.
- [N] Approve time and attendance.
- [N] Provide guidance on work methods.
- [N] Orally reprimand.
- [N] 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?

Procurement of supplies, equipment, services, materials and repair parts. Drafts and develops statements of work and specifications as necessary and compiles into final contractual agreement utilizing State of Michigan Terms and Conditions. Audits freight bills and assures delivered items have been provided as specified. Obtains appropriate approvals and provides support and organization of departmental special events and State active duty required items. Maintains files, computerized records, and completes reports as required. Analyzes costs and pricing of orders and transportation of items. Maintains contact with the vendor community and State/Federal employees. Traces shipments for receipt and completion. assists in maintaining DMVA leased vehicles records. This list of duties and responsibilities is not intended to be inclusive and DMVA reserves the right to assign additional duties and responsibilities as necessary.

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

New Position

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

State Operations is primarily responsible for management and monitoring of department-wide accounting, budgeting, purchasing, fixed assets, motor vehicles, equipment, and many other administrative operations for the DMVA. The Purchasing Section is responsible for coordination of all DMVA's procurement activities, including Federal Training Sites (Camp Grayling, Fort Custer Army Training Site, Alpena Combat Readiness Center, Battle Creek Air National Guard Base, Selfridge Air National Guard Base, Grand Ledge Army Aviation Facility, and United States Property and Fiscal Office) and forty three separate armories state-wide. This position will perform purchasing related functions to support all DMVA's missions as they relate to the department and serve as back-up to state veterans' homes as necessary.
Knowledge and of State of Michigan purchasing system SIGMA in the processing of all purchasing requirements, Advanced Purchasing and Inventory Control System (ADPICS) and Management Information Database (MIDB) report and queries.

Knowledge of the principles and practices of buying and purchasing, current markets and trade conditions, and business methods and practices.

Knowledge of drafting statements of work, specifications writing, terms and conditions, selection criteria, requisitions, contracts, purchase orders, invoices, and delivery reports.

Knowledge of the methods of competitive bidding and the sources of supply.

Knowledge of state laws, and legal documents used in the purchase, transfer and sale of real estate and buildings.

Knowledge of processes used in competitive negotiations for specific commodities and services.

Ability to communicate effectively and maintain favorable public relations.

Ability to read and interpret blueprints, specifications, property descriptions, requisitions, purchase orders, invoices, and delivery reports.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to travel on a frequent basis and work under stressful conditions.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

______________________________  ______________________________
HANNAH BURLESON                          1/15/2020
Appointing Authority                          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