

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**CATEGORY MANAGEMENT ANALYST**

**JOB DESCRIPTION**

Employees in this job establish sourcing strategies and guidelines for all purchases within the State of Michigan. Employees engage in a variety of activities involving the sourcing and category management of goods and services (including Information Technology), administered by the Department of Technology, Management, and Budget.

**Position Code Title - Category Management Analyst-E**

Category Management Analyst 9

This is the entry level. The employee performs a range of professional Category Management Analyst assignments while learning the methods of the work.

Category Management Analyst 10

This is the intermediate level. The employee performs an expanding range of professional Category Management Analyst assignments in a developing capacity.

Category Management Analyst P11

This is the experienced level. The employee performs a full range of professional Category Management Analyst assignments. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title - Category Management Analyst-A**

Category Management Analyst 12

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Category Management Analysts and performing experienced-level Category Management Analyst assignments; or as senior worker performing the most complex professional assignments.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Manages a distinct portfolio of statewide sourcing categories and related contracts.

Develops and manages multiyear master agreements with fully negotiated terms for statewide, multi-agency, and local government use.

Oversees master agreements throughout the life cycle of the contract, including contract changes, price increase requests, and issue resolution.

Develops understanding of assigned sourcing categories.

Establishes sourcing strategies and guidelines for assigned categories.

Monitors spend activities for compliance with sourcing strategies and guidelines.

Develops solicitations and evaluates proposals.

Creates training and guidance materials for agency procurement staff on the use of master agreements and category strategies.

Establishes and maintains relationships with vendors.

Reviews vendor performance and ensures contract compliance.

Coordinates sourcing activities with agencies, organizations, and employees.

Serves as a liaison with industry, community groups, and governmental agencies.

Maintains records and prepares reports and correspondence related to the work.

Performs related work and other tasks as assigned.

### **Additional Job Duties**

#### **Category Management Analyst 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

Assigns work to lower-level Category Management Analysts.

#### **Category Management Analyst 12 (Senior Worker)**

Regularly performs the most complex and difficult assignments in the work area.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of strategic sourcing, contracting, and category management.

Knowledge of the regulations and procedures of state governmental purchasing.

Knowledge of business methods and practices.

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

Knowledge of processes used in competitive negotiations.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to maintain records, and prepare reports and correspondence.

#### **Additional Knowledge, Skills, and Abilities**

##### **Category Management Analyst 12 (Lead Worker)**

Ability to train and assign work to other professionals.

Ability to prioritize, organize, and coordinate the work.

## **Working Conditions**

Some jobs require travel.

## **Physical Requirements**

None

## **Education**

Possession of a bachelor's degree in any major.

## **Experience**

### **Category Management Analyst 9**

No specific type or amount required.

### **Category Management Analyst 10**

One year of professional experience in sourcing and category management equivalent to a Category Management Analyst 9.

### **Category Management Analyst P11**

Two years of professional experience in sourcing and category management equivalent to a Category Management Analyst, including one year equivalent to a Category Management Analyst 10.

### **Category Management Analyst 12**

Three years of professional experience in sourcing and category management equivalent to a Category Management Analyst, including one year equivalent to a Category Management Analyst P11.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

## **Special Requirements, Licenses, and Certifications**

See individual position descriptions.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

CATMANALT

### **Job Code Description**

CATEGORY MANAGEMENT ANALYST

### **Position Title**

Category Management Analyst-E

### **Position Code**

CATMALTE

### **Pay Schedule**

NERE-172

Category Management Analyst-A

CATMALTA

NERE-181

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