

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

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a category management or sourcing program administered by the Department of Technology, Management, and Budget; or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

**Position Code Title - Category Mgmt Specialist-2**

Category Management Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title - Category Mgmt Specialist-3**

Category Management Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

**Position Code Title - Category Mgmt Specialist-4**

Category Management Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to deputy director, chief deputy director, or unclassified equivalent.

**NOTE:** There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

## **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.

### Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy and procedure development.

Participates in budget development.

Represents the official at meetings.

### Specialist:

Manages an advanced portfolio of statewide sourcing categories and associated contracts.

Serves as the sourcing expert for the state within assigned categories.

Develops, publishes, and maintains statewide formal category plans for assigned categories, setting sourcing strategies and guidelines for all agencies.

Determines appropriate sourcing methods, including utilizing specialized solicitation methods.

Leads cross-functional, inter-agency teams through the evaluation and selection process, and in the development of category plans.

Develops alternative strategies based on analysis and research in assigned sourcing categories.

Acts as a liaison with other agencies, organizations, and employees to coordinate sourcing activities.

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

### Administrative Assistant and Specialist:

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

Performs related work and other tasks as assigned.

## **JOB QUALIFICATIONS**

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

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases the level of the position.

### Administrative Assistant:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

### Specialist:

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.

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate effectively.

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Category Management Specialist 13 - 15**

Four years of professional experience equivalent to a Category Management Analyst, including two years equivalent to a Category Management Analyst P11, or one year equivalent to a Category Management Analyst 12.

**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**

CATMANSPL

#### **Job Code Description**

CATEGORY MANAGEMENT SPECIALIST

#### **Position Title**

Category Mgmt Specialist-2

Category Mgmt Specialist-3

#### **Position Code**

CATMSPL2

CATMSPL3

#### **Pay Schedule**

NERE-183

NERE-187

Category Mgmt Specialist-4

CATMSPL4

NERE-188

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