

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTER48Y

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) Finance & Administration
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Contract Services
5. Working Title (What the agency calls the position) Audit Analyst	11. Section Consultant Contracts
6. Name and Position Code Description of Direct Supervisor HARRIS, JANICE; DEPARTMENTAL MANAGER-3	12. Unit Payment and Audit
7. Name and Position Code Description of Second Level Supervisor ST ONGE, JACQUELINE E; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St., Lansing, MI 48933 / M-F, 8:00am - 4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as an audit analyst responsible for researching, analyzing, and reporting consultant financial data to determine and perform the proper closeout procedure in compliance with State of Michigan and Federal regulations. Serves as an information source for consultants and various areas within the Michigan Department of Transportation (MDOT) to resolve audit issues among all parties; and reviewing and analyzing contracts and authorizations for accuracy, compliance, and completeness.

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: 40

Review and analyze service consultant project files in accordance with contract provisions.

Individual tasks related to the duty:

- Review and analyze project costs as identified in project files to ensure compliance with contract provisions. Identify differences between authorized service consultant project costs and eligible reported project costs.
- Run various reports utilizing Statewide Integrated Governmental Management Application (SIGMA) Business Intelligence (BI) to verify payments were made to service consultants in accordance with contract provisions and verify appropriateness of funding based on the intended uses of the contract.
- Work with department staff and service consultants to obtain missing information from project files.
- Serve as an information source for service consultants and department personnel responsible for assisting with questions/concerns regarding project files.

Duty 2

General Summary:

Percentage: 30

Close out service consultant projects for contracts with service consultants within MDOT.

Individual tasks related to the duty:

- Work with service consultants to ensure project costs are validated in accordance with department guidelines and obtain additional supporting documentation if needed in order to close out service consultant projects for contracts. When service consultants do not concur, work with departmental personnel to assist in coming to a resolution.
- Communicate with the Financial Operations Division (FOD) of the final project costs and associated MDOT program numbers to be used for close out by completing the Audit Request or Concurrence (ARC) Form 1380.

Duty 3

General Summary:

Percentage: 20

Review and analyze MDOT contracts prior to contract final award (standard and non-standard) and authorizations for accuracy, compliance, and completeness.

Individual tasks related to the duty:

- Review consultant and planning contracts for accuracy of contract language, payment methods, and overall contract conformance.
- Provide guidance to consultant contract staff to ensure the effectiveness and efficiency and documented processes are followed.
- Research and assist departmental personnel in resolving issues within the consultant payments, monitoring, and auditing areas which may arise for the consultant community or within the department.
- Monitor and ensure identified issues are resolved prior to contract award. Communicate with management regarding trends and/or issues encountered in the analysis of contracts.

Duty 4

General Summary:

Percentage: 10

Perform other duties as assigned by management.

Individual tasks related to the duty:

- Propose ongoing improvements to the contracting process and recommendations for improvements to policy/procedure.
- Perform 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.

Decisions are based on knowledge of auditing, close-out, and contracting processes and regulations related to the processes.

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

Requires supervisor guidance for decisions and matters that require interpretation of law, policy, and guidelines.

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 duties may involve long periods of remaining in a stationary position while working at the computer, the work involves numerous meetings, competing demands on available time, short deadlines, and multiple priority assignments.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 serves as an audit analyst responsible for researching, analyzing, and reporting consultant financial data to determine and perform the proper closeout procedure in compliance with State of Michigan and Federal regulations. Serves as an information source for consultants and various areas within the Michigan Department of Transportation (MDOT) to resolve audit issues among all parties; and reviewing and analyzing contracts and authorizations for accuracy, compliance, and completeness.

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 Contract Services Division is responsible for coordination and award of contracting and purchasing activities. This position is responsible for service consultant contract audits and closeouts within this area.

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 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) 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:

- All aspects of service contracting.
- The process for closing out projects.
- Accounting principles and standards.

Ability to:

- Interpret and apply laws, rules, and regulations relating to the work.
- Organize, evaluate, and present information effectively and accurately in a timely manner.
- Make independent decisions.

**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.

JENNIFER HADDON

9/4/2025

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.

CHRISTOPHER WOODBURY

Employee

Date