State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. FINSPL2A28N

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 and Administration
4. Civil Service Position Code Description FINANCIAL SPECIALIST-2	**10. Division** Financial Operations
5. Working Title (What the agency calls the position) Financial Reporting and Studies Specialist	**11. Section** Reports and Analysis
6. Name and Position Code Description of Direct Supervisor ADAMS, KELSEY S; FINANCIAL MANAGER-3	**12. Unit** Budget and Reports
7. Name and Position Code Description of Second Level Supervisor LINN, KARI A; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 425 W. Ottawa St. Lansing, MI / 7:30-4:30pm M-F (may vary)

14. General Summary of Function/Purpose of Position

This financial specialist functions as the sole expert for the Bureau of Finance and Administration for the analysis of the Michigan Department of Transportation's (MDOT's) various complex reports and studies requested by management. This program area requires extensive knowledge of the workings of the Statewide Integrated Governmental Management Application (SIGMA), related financial data, and how the systems work to produce the financial information that is needed by MDOT. Assignments involve managing and developing financial reporting for individual program areas, ensuring the integrity of the financial data for accounting operations, ensuring that efficiently operating business processes are developed to best utilize MDOT's resources and to meet the needs of MDOT and other state, local, and federal agencies. This position is responsible for creating complex financial studies, giving expert advice on MDOT's financial data, and functions as the Department's liaison to the Department of Technology and Management and Budget (DTMB) for financial reporting data issues.

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: 70**

Provide financial studies and recommendations to management. Provide expert technical advice to management, system developers, program specialists and outside consultants for developing and enhancing the Department's complex financial studies.

Individual tasks related to the duty:

- Manage and develop MDOT's financial studies, ensuring the integrity of financial information.
- Research and compile complex financial studies with the use of extensive knowledge of the tools used to access the financial data produced by SIGMA. Financial studies include, but are not limited to, ad hoc Business Intelligence queries, State Trunkline Revenue and Use Report, Labor Overhead Rate calculation, Federal Indirect Rate, Premium Mileage report, and other reports assigned by management.
- Provide technical expertise to system developers, program specialists and outside consultants working on department-wide projects.
- Develop policies and procedures related to financial data used by other divisions of MDOT.

Duty 2

General Summary: **Percentage: 20**

Function as the Bureau's representative for the Business Objects/ Business Intelligence/Power BI User Groups and Ad Hoc Reporting Common Interest Groups. Provide support to Bureau staff on an as-needed basis on information/outputs generated from these work groups.

Individual tasks related to the duty:

- Represent the Bureau at meetings for Business Objects, Business Intelligence, Power BI User Groups and Ad Hoc Reporting Groups
- Work with other departments to evaluate new software and other technological advancements to enable MDOT to work more efficiently.
- Work with management to identify innovations and efficiencies by leveraging department Information Technology (IT) software, tools, and systems.

Duty 3

General Summary: **Percentage: 10**

Other duties as assigned by management.

Individual tasks related to the duty:

- Provide support to management on an as-needed basis for ad hoc reporting and analysis requests.
- Assist management on an as-needed basis for the development and preparation of policy and/or budget-related PowerPoint presentation materials.
- Other ad hoc duties as assigned by management.

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

Independent judgement and personal initiative are necessary to determine how work assignments can best be efficiently completed. Determine what method or direction to resolve problems or discrepancies in data between systems. Determine the accuracy of financial data in reports produced for management and other MDOT stakeholders. These decisions impact MDOT and local agencies' cash flow and ensures the use of the department's financial resources follow state and/or federal rules and regulations covering funding and cost eligibility.

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

Performs work independently without supervisory review. Supervisory guidance is sought when existing policies and procedures do not address the situation.

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.

Normal office environment with extended periods of time remaining in a stationary position using a personal computer. Ability to travel to specified worksites frequently to attend meetings. Some travel may be required. May require moving files and boxes weighing up to 25 pounds. Work is sedentary in nature and performed in a climate-controlled State office building. Position may require availability outside normal working hours based on operational needs.

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):

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?

This financial specialist functions as the sole expert for the Bureau of Finance and Administration for the analysis of the Michigan Department of Transportation's (MDOT's) various complex reports and studies requested by management. This program area requires extensive knowledge of the workings of the Statewide Integrated Governmental Management Application (SIGMA), related financial data, and how the systems work to produce the financial information that is needed by MDOT. Assignments involve managing and developing financial reporting for individual program areas, ensuring the integrity of the financial data for accounting operations, ensuring that efficiently operating business processes are developed to best utilize MDOT's resources and to meet the needs of MDOT and other state, local, and federal agencies. This position is responsible for creating complex financial studies, giving expert advice on MDOT's financial data, and functions as the Department's liaison to the Department of Technology and Management and Budget (DTMB) for financial reporting data issues.

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 Budget and Reports Unit is responsible for the management of the administrative functions of the Bureau including: budget, revenue, and managing financial databases. With the diversity within the unit, the ability to operate independently and the expertise of the financial processes is vital to the unit. This position is solely responsible for managing department-wide financial databases. This requires very specialized knowledge and expertise of the financial databases and related computer systems, which accounts for the financial information required to carry out this function.

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 with at least 12 semester (18 term) credits in one or a combination of the following: accounting, finance, or economics.

EXPERIENCE:

Financial Specialist 13 - 15
Four years of professional experience equivalent to a Financial Analyst; including two years equivalent to a Financial Analyst P11, Accountant P11, or Auditor P11 or one year equivalent to a Financial Analyst 12, Accountant 12, or Auditor 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- financial principles, practices, and terminology
- State of Michigan accounting policies and procedures
- MDOT standards, polices, and procedures
- current trends in client and/or server computer applications
- SIGMA, Business Objects, Business Intelligence, PowerBI, and other departmental reporting tools

Ability to:

- effectively analyze reports and budgets
- communicate effectively in a variety of formats
- compile and process financial data

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 — **Appointing Authority**

10/12/2026 — **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**