

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

Position Code 1. FINCALTAE27N

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 STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of the Director
4. Civil Service Position Code Description FINANCIAL ANALYST-A	10. Division Budget, Financial, and Facilities Division
5. Working Title (What the agency calls the position) Financial Analyst 12	11. Section Financial Services
6. Name and Position Code Description of Direct Supervisor SCHRINER, ZADA K; ACCOUNTANT MANAGER-3	12. Unit State Services Financial Unit
7. Name and Position Code Description of Second Level Supervisor SEMENCHUK, TARA L; FINANCIAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 7150 HARRIS DR; DIMONDALE, MI 48821 / 8am-5pm Monday-Friday

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for all federal grants received from the Department of Justice (DOJ) by the Financial Services Section. As the DOJ grant expert, this position is responsible for all financial management issues with DOJ grants including recommending best practices. This position provides financial management consultation would includes evaluation and expert opinion on grant budgets for applications, chart of accounts maintenance to ensure each award is properly tracked, review of expenditures, completion of financial status reports, compliance with grant award financial special conditions, and drawing down federal funds. This position is also responsible for budget development, budget monitoring, financial analysis, forecasting of expenditures and revenues, financial management, maintenance of accounting structure, grant expenditure review, grant reporting, grant revenue requests, accounts receivable billings, along with representing the division and or department at various meetings and training programs. This position evaluates the funding sources within the assigned appropriations and designs a cost allocation plan to appropriately use the restricted funding. Included in these tasks will be the interpretation of federal and state regulations, the creation of reports and the recommendation and development of new processes and procedures. This position also monitors grantee/sub-recipient single audits.

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: 50

Responsible for providing, training and expert recommendations on DOJ grant financial management. Handle financial management for all other grants assigned, whether DOT, DHHS, interagency or a local grant.

Individual tasks related to the duty:

- Serve as the Financial Point of Contact for DOJ grant awards and audits including both competitive and formula block grant awards.
- Ensure that appropriate expenditures are taking place and that appropriate documentation is being maintained for future audits
- Recommend and implement proper accounting for the grant/program including accounting templates, labor distribution profile, grant budgets, program codes, program periods, etc.
- Train program staff on DOJ grant financial requirements and provide expert recommendations to ensure compliance.
- Evaluate and monitor grant expenditures and make necessary adjustments to ensure appropriate expenditures are being charged and that all unallowable expenditures have been removed.
- Use considerable independent judgement while evaluating grant application conditions, evaluating for allowable costs and provide recommendations to grant applicants with eligible financial budget information for salaries, fringe benefits, travel, contracts, supplies, equipment, and indirect costs or administrative budgets as applicable.
- Oversee each grant's expenditure data, monitor expenditures for appropriateness and submit financial status report for grant as prescribed in the grant requirements. Communicate this information with Program staff to ensure they understand the financial state of the grant and how much more there is to spend before the grant funding is fully utilized.
- Independently review each grant's budget status and remaining grant period recommending potential grant adjustment modifications in order to utilize the awarded funding as completely as possible.
- Request grant drawdowns for federal funds spent on a timely basis to comply with State of Michigan procedures regarding cash management.
- Coordinate the maintenance of financial records to support the expenditures and transactions that took place in the grant/program to be ready for potential future audits.
- Direct agency and non-agency sub-grantees to ensure accumulation of all appropriate documentation, including financial documents, final financial status reports, and all other required documentation for grant closeout.
- Develop Business Intelligence report to compile the appropriate data from SIGMA to then evaluate data ensuring all subrecipients that need to provide single audit documentation have been identified.
- Provide recommendation to MSP's Grants and Community Services Division for follow-up.

Duty 2

General Summary:

Percentage: 45

Responsible for financial reports and program analyses in support of assigned Michigan State Police (MSP) appropriation(s) and/or Division(s).

Individual tasks related to the duty:

- Coordinate and provide expert analysis to create the budget/spend plan for assigned MSP appropriations and/or Division(s). This includes review of historical data, incorporating new budget items based on funding received or department/division goals, and analyzing revenue trends ensure a fiscally responsible budgetary spend plan.
- Assist assigned Division(s) in anticipating budget needs and recommend funding needs related to current services baseline (CSB) request, new initiatives, or supplemental budget requests.
- Monitor the MSP appropriation(s) and/or Division(s) budget to ensure expenditures are within the spending limits of each appropriation line and are consistent with statutory requirements and funding limitations. Notify MSP BFFD Budget Section when additional authority is required and work with them to provide supporting data to receive the additional authority necessary for the appropriation.
- Provide and review financial reports on the assigned MSP appropriation(s) and/or Division(s) budget status reports would encompass revenue, expenditure, and grants, including payroll and travel. The reporting process includes expenditure and revenue analysis, processing journal vouchers to correct errors, establishment of accounts receivables and projecting future expenses and revenue.
- Provide financial recommendations on the most efficient handling of purchases, filling of vacant positions, expansion of services, reductions in budgets, entering new contracts/extending current contracts, and other financial questions.
- Review and design accounting structure, payroll coding, classification of expenditures and revenue.
- Provide requested financial reports, budget documents and calculations along with recommendations to assist Department/Division in making sound financial decisions.
- Coordinate the maintenance of financial records of expenditures, receipts and disbursement of general fund and restricted fund revenues for future audits.
- Review financial practices to ensure that assigned MSP appropriation(s) and/or Division(s) adhere to appropriate accounting practices and procedures.
- Coordinate regular meetings with assigned Division(s) staff to provide recommendations on financial plans to achieve the goals of MSP, the Division(s) and to ensure MSP stays fiscally solvent.
- Evaluate, coordinate, and execute plan for Department book closing in relation to your assigned appropriations. Includes review of all expenditures and revenue. Reclassification of such items as necessary to close the Department books. Coordinate the gathering of supporting documentation for any federal or restricted program to assist with potential future audits.
- Design financial ad hoc reports as needed.

Duty 3**General Summary:****Percentage: 5**

Special duties and other projects as assigned

Individual tasks related to the duty:

- Complete projects as assigned.
- Participate in audits.
- Participate in internal controls evaluation meetings.
- Update and maintain the various budget form templates and instructions.
- Update contract policies and procedures as needed.
- Evaluate unique budget formats used by programs for adherence for federal and state guidelines

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

- Provide Division administration with expert recommendations on when to fill vacant positions and how to best utilize available funds.
- Provide Budget, Financial and Facilities Services Division (BFFD) administration with expert advice to request the appropriate funding authority for grants, donations, or restricted revenue.
- Provide Division administration with elite guidance on handling of State of Michigan's budget process including handling of requested reduction and investment plans, current services baseline and technical adjustments, as well as handling of boilerplate language.
- Design cost allocation methodology to ensure assigned appropriations funding is used accordingly.
- Act as the financial point of contact for Department of Justice Grants (DOJ) for MSP responding to all federal grant program managers inquiries. Conduct MSP's official response to financial auditors' inquiries.
- Provide Division administration and colleagues expert recommendations in for DOJ grant application financial rates and other financial subject matters.
- Train Department members on DOJ's JustGrants system, ASAP system, and overall financial grant management to ensure compliance with DOJ federal guidelines and special conditions.

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

All decisions that may be politically sensitive or require legal review.

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.

This position requires individual typically to be seated, requiring keying, reviewing, and/or printing information on a personal computer. Willing and able to travel for various meetings and trainings (both in-state and out-of-state).

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. |

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 position serves as the recognized resource for all federal grants received from the Department of Justice (DOJ) by the Financial Services Section. As the DOJ grant expert, this position is responsible for all financial management issues with DOJ grants including recommending best practices. This position provides financial management consultation would include evaluation and expert opinion on grant budgets for applications, chart of accounts maintenance to ensure each award is properly tracked, review of expenditures, completion of financial status reports, compliance with grant award financial special conditions, and drawing down federal funds. This position is also responsible for budget development, budget monitoring, financial analysis, forecasting of expenditures and revenues, financial management, maintenance of accounting structure, grant expenditure review, grant reporting, grant revenue requests, accounts receivable billings, along with representing the division and or department at various meetings and training programs. This position evaluates the funding sources within the assigned appropriations and designs a cost allocation plan to appropriately use the restricted funding. Included in these tasks will be the interpretation of federal and state regulations, the creation of reports and the recommendation and development of new processes and procedures. This position also monitors grantee/sub-recipient single audits.

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

The position responsibilities are not changing, only reporting structure due to reorg.

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

The Budget, Financial, and Facilities Services Division has full responsibility for all budgeting and financial aspects of the Department. This position provides financial and analytical support for the administration based on the MSP appropriation(s) or Division(s) assigned.

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 24 semester (36 term) credits in one or a combination of the following: accounting, finance, or economics.

EXPERIENCE:

Financial Analyst 12

Three years of professional experience providing a systematic review, analysis, interpretation, and/or evaluation of budgets, mortgages, loans, or other financial data, equivalent to a Financial Analyst, including one year equivalent to a Financial Analyst P11, Accountant P11, or Auditor P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong verbal and written communication skills. Strong accounting and finance skills. Basic computer skills in Microsoft Word, Excel, and Access are required, however, advanced computer skills in Excel and Access is preferred. Some grant management, planning, budget, and coordination knowledge/ability is desired.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

CANDA FLORES

Appointing Authority

7/30/2025

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.

MERCEDES MCCOY

Employee

Date