

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. ADTCHSP3

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of the Director
<b>4. Civil Service Position Code Description</b> Administrative Tech Supv-3	<b>10. Division</b> Budget, Financial, and Facilities
<b>5. Working Title (What the agency calls the position)</b> Administrative Technician Supervisor	<b>11. Section</b> Accounting Service Center
<b>6. Name and Position Code Description of Direct Supervisor</b> BAKER, AMANDA J; SENIOR POLICY EXECUTIVE	<b>12. Unit</b> Travel and Payment Processing Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> GRADY, JAMES F; DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Drive, Dimondale, MI 48821 / Monday - Friday, 8 am to 5 pm

**14. General Summary of Function/Purpose of Position**

This position functions as the first line supervisor of technicians in the highly complex Michigan State Police (MSP) Travel and Payment Processing Unit. This unit is complex due to the variety of the duties performed such as maintaining the payments to various grant sub-recipients, coordination of electronic transactions, processing travel documentation, and managing the financial relations between all programmatic staff, external stakeholders, and the payment interface with SIGMA. This position is responsible for ensuring all applicable federal, state, department laws, regulations, and policies are followed. This position ensures all reporting is completed accurately and timely, and to ensure the unit's policies and procedures affecting payments and documentation are current and in compliance. This unit is responsible for all record retention and record management for travel cards and payment processing processed by the Travel and Payment Processing Unit.

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**

First line supervisor of technicians. Distribute, assign and delegate all duties in work area. Prioritize to efficiently complete complex work assignments within time frames and deadlines and adhere to fiscal responsibility. Oversee payment processing and travel card cycle processing. Performs all year end associated duties.

**Individual tasks related to the duty:**

- Establishes criteria for, selects and hires staff.
- Examines employees work and processes to evaluate employee's performance, prepare annual performance evaluations.
- Sets priorities and assigns duties. Ensure all duties are performed accurately according to federal, state-wide, and departmental policies, procedures, rules and regulations.
- Identifies staff development and training needs, trains employees on new or existing office and accounting practices and procedures.
- Provide guidance on work methods and best practices.
- Maintain records and prepares required reports. Knowledge of Business Intelligence reports to compile data and run needed reports and queries.
- Provide back-up support and assistance to all positions as needed.

**Duty 2**

**General Summary:**

**Percentage: 20**

Evaluate current practices, access the need for more effective and/or efficient operating policies and/or procedures.

**Individual tasks related to the duty:**

- Develops recommendations for improvement, controls, new methods and procedures.
- Identifies staff development and training needs, trains employees on new or existing office and accounting practices and procedures.
- Ensure duties are sufficiently cross-trained for back-up support for all positions.
- Provide guidance on work methods and best practices.

**Duty 3**

**General Summary:**

**Percentage: 20**

Liaison to internal and external stakeholders on various processes and reporting requirements.

**Individual tasks related to the duty:**

- Resolves payment transaction problems and inquiries to settle accounts between the agency and vendors.
- Ensure vendor billings are accurate and that federal and state requirements are met.
- Provide assistance to escalated inquiries from payment recipients.
- Provide assistance to escalated inquiries on travel card usage/documentation.
- Point of contact for payments, travel, and journal vouchers for MSP financial staff.
- Attend meetings as required.
- Work closely with Accounting Service Center manager on workload distribution, internal reporting requirements, and meeting department needs.

**Duty 4**

**General Summary:**

**Percentage: 10**

Responsible for maintaining all Travel and Payment Processing Unit records for audit purpose. Independently classifies files, ledgers, accounting reports and journals to be retained at Record Management Center. Independently authorizes disposal of all materials and records.

**Individual tasks related to the duty:**

- Sort, record and prepare records for storage.

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

Priority of workload. Processes for training and cross-training staff. Plan and implement procedure changes that impact stakeholders.

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

Major decisions designing and implementing new procedures that would affect MSP financial statements. Employee discipline that required HR involvement. Decisions that will have a major impact on payment process or budget/funding issues.

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 setting. Must be able to adapt to frequently changing priorities and time frames.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
REDINGER, LINDSEY A	ACCOUNTING TECHNICIAN-E E9	STEPHENS, KARISTA L	ACCOUNTING TECHNICIAN-E E9

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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 functions as the first line supervisor of technicians in the highly complex Michigan State Police (MSP) Travel and Payment Processing Unit. This unit is complex due to the variety of the duties performed such as maintaining the payments to various grant sub-recipients, coordination of electronic transactions, processing travel documentation, and managing the financial relations between all programmatic staff, external stakeholders, and the payment interface with SIGMA. This position is responsible for ensuring all applicable federal, state, department laws, regulations, and policies are followed. This position ensures all reporting is completed accurately and timely, and to ensure the unit's policies and procedures affecting payments and documentation are current and in compliance. This unit is responsible for all record retention and record management for travel cards and payment processing processed by the Travel and Payment Processing Unit.

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

New

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

Provide technical support services for all areas of the Michigan State Police. The work area must also ensure federal and state requirements for expenditures are met and invoices are paid accurately and timely. Travel documentation must also be processed efficiently and accurately.

This position is responsible for assuring that all payments and routine processes and inquiries are completed timely and accurately identifying problems and resolving them as they arise. Advising management of changes in processes if something directly affects case processing in receiving the medical documentation. This position must use good judgment in resolving problems from a variety of stakeholders and perform reporting as required to ensure maximum federal and state funding is available and properly accounted for. This position must maintain knowledge of accounting practices and applicable material regarding policy and procedures.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:****Administrative Technician Supervisor 12**

Two years of experience equivalent to an Accounting Technician 10, Procurement Technician 10, Administrative Technician Supervisor 10, or Storekeeper Supervisor 9; two years equivalent to an Office Supervisor 11 in a position which was assigned the bookkeeping (BKPS) subclass code; one year equivalent to an Administrative Technician Supervisor 11, Accountant P11, or Auditor P11; or, one year equivalent to an Office Supervisor 12 in a position which was assigned the bookkeeping (BKPS) subclass code.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Some knowledge of supervisory techniques, including employee policies and procedures, labor relations and contractual obligations.
- Knowledge of accounting practices, terminology and techniques and payment processing.
- Must have the ability to exhibit diplomacy and display excellent customer service abilities.
- ACTG Subclass Code- 2 years experience in activities designed to provide accounting support services.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

ACTG Subclass Code- 2 years experience in activities designed to provide accounting support services.

*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

7/16/2025

\_\_\_\_\_  
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.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date