

**State of Michigan
Civil Service Commission**

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

Position Code

1. FINSPL2B90N

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 SPECIALIST-2	10. Division Budget Financial and Facilities Division
5. Working Title (What the agency calls the position) Fiscal Manager	11. Section Financial Services Section
6. Name and Position Code Description of Direct Supervisor SEMENCHUK, TARA L; FINANCIAL MANAGER-4	12. Unit Field Services Financial
7. Name and Position Code Description of Second Level Supervisor MORRIS, DAVID; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI / M-F; 8-5

14. General Summary of Function/Purpose of Position

This position functions as the staff specialist fiscally responsible for the newly created Information Technology Division (ITD) and the Michigan State Police's interdepartmental grant (IDG) for Information Technology (IT) with the Department Technology, Management & Budget (DTMB). The position develops strategies and policies to control IT expenditures. Additionally, the position builds guidelines to implement the IT costs allocation plan. The position is responsible for all financial monitoring related to the IDG with DTMB and the ITD Budgets.

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

Monitors and maintains the financial relationship with MSP and DTMB for IT related costs.

Individual tasks related to the duty:

- Plans and prepares the annual budget between MSP and DTMB IT. This includes conducting cost study and creating guidelines for the cost allocation plan to ensure a fiscally responsible budget spend plan.
- Assist the Department in anticipating IT budget needs and developing proposals for change, current service baseline adjustments, supplemental requests, and authorization monitoring.
- Formulate procedures, policies, and guidelines for annual accounting of all DTMB IT costs for the allocation of all monthly DTMB IT billings.
- Analyze and review IT billings for appropriateness, accuracy, proper approval, and prepare account coding journal vouchers for monthly IT billings. Investigate any discrepancies with the monthly IT billing and provide guidance for resolution.
- Develop, monitor, and provide financial reports related to the state of agency IT operations and operating agreements.
- Make recommendations for planning and controlling IT expenditures.
- Develop guidelines to implement the IT cost allocation.
- Coordinate reimbursement billings from restricted funding sources.
- Develop strategy to ensure that all revenue and expenditures match within the various funding sources.
- Act as liaison to DTMB accounting to coordinate direct agency purchases and other complex accounting issues.
- Coordinate the resolution of issues related to financial transactions, including vendor billings, employee support services and equipment.
- Maintain chart of account elements for tracking and accounting for all expenditures. Preserve accounting records for federal and state audits to ensure proper documentation is available when requested.
- Perform year-end closing duties, reconciling all expenditures, ensuring all funding sources are closed appropriately and coordinate the necessary transactions to do so.
- Prepare grant related duties such as financial status reports, close out reports, federal drawdowns, and provide budget information for future grant awards. Maintain proper accounting records for potential audits.

Duty 2

General Summary:

Percentage: 40

Develop and prepare financial reports and program analyses in support of assigned appropriations that make up the Michigan State Police (MSP) Information Technology Division (ITD).

Individual tasks related to the duty:

- Plans and prepares the budget/spend plan for assigned MSP appropriations and/or Division(s). This include 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 developing 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 BFSB Budget Section when additional authority is required and work with them to provide supporting data to receive the additional authority necessary for the appropriation.
- Prepare 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 into new contracts/extending current contracts, and other financial questions.
- Review and maintain accounting structure, payroll coding, classification of expenditures and revenue.
- Provide requested financial reports, budget documents and calculations to assist Department/Division in making sound financial decisions.
- Maintain financial records of expenditures, receipts and disbursement of general fund and restricted fund revenues.
- Review financial practices to ensure that assigned MSP appropriation(s) and/or Division(s) adhere to appropriate accounting practices and procedures.
- Meet regularly with assigned MSP appropriation(s) and/or Division(s) staff to strategize financial oversight to achieve goals of MSP, the Division(s) and with your guidance staying fiscally solvent.
- Assist with Department book closing. Includes review of all expenditures and revenue. Reclassification of such items as necessary to close the Department books. Gather supporting documentation for any federal or restricted program to assist with potential future audits.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Participate in committees and work groups as assigned.
- Coordination of specialized projects.
- Participate in audits.
- Participate in internal control evaluations.
- Additional duties as assigned.

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

Makes decisions with regards to financial coding for all accounts and funds for tracking of expenditures and revenues. Independently resolve issues identified during reconciliation of accounts/funds. Make decisions independently when developing, implementing and monitoring budget, expenditure, and revenue tracking systems.

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

Politically sensitive issues and issues that have fiscal impact on the division or department or have impact to organizations outside of the department.

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.

Standard office environment

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 functions as financial specialist handling the duties of fiscal manager for the ITD appropriations as well as the financial liaison with DTMB IT. This position is responsible for a complex budget with unique accounting transactions that come from DTMB IT thru the interagency process. The position is responsible for maintaining the working relationships between the agencies for DTMB IT accounting relations while also resolving all issues with IT billings, vendor payments, and other pertinent issues that arise.

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

Reactivating position, no changes to duties and tasks.

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

The Budget and Financial Services Division is responsible for the development and monitoring of the department's annual budget, ensuring legislative reporting requirements are met, and supporting the department's financial activities. This position will encompass those duties regarding both the new ITD budget and the DMTB IT budget. Additionally, the position act as the liaison between MSP and the DMTB for all the information technology billings and accounting issues.

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 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 the operational and technical problems involved in the administration of SIGMA as it pertains to MSP.

Analytical skills.

Excellent written and verbal communication skills.

Ability to work with all levels of staff.

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.

CANDA FLORES

11/6/2025

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