

**State of Michigan
Civil Service Commission**

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

Position Code

1. FINCALTED90N

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Indigent Defense Commission
4. Civil Service Position Code Description FINANCIAL ANALYST-E	10. Division
5. Working Title (What the agency calls the position) Grant Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor MACK, REBECCA M; STATE ADMINISTRATIVE MAN-FZN	12. Unit
7. Name and Position Code Description of Second Level Supervisor MCCOWAN, MARLA R; INDIGENT DEFENSE COORD MGR-1	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa, Lansing, MI / 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position will assist the Michigan Indigent Defense Commission with the review and assessment of local indigent defense systems' compliance with grants awarded. The Grant Analyst will work with the Grants Director to provide support services to grant operations including application and budget review and post-award grant monitoring. The person in this position will assist with the development and implementation of an evaluation protocol for state-funded grants, conduct analysis and review of documents submitted at an advanced level with the end product used by the Grants Director, Executive Director and other staff as well as members of the Commission. The position will assist the Grants Director with the Grants Management System, will provide technical support for grant recipients and assist with grant or funding-related special projects as assigned.

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: 75

Responsible for analyzing and reviewing documents submitted in response to grant compliance. Manage and monitor the processes for grant applications, contracts, budgets, and reporting requirements for 134 indigent defense delivery systems. Monitor financial issues related to grant projects, including coordination of financial reports from local systems, monitoring grant funds, and providing technical and analytical support, including developing funding scenarios. Monitor project timelines, activities, and due dates.

Individual tasks related to the duty:

- Analyze and monitor initial budget submissions for compliance with specified program
- Determines needs and assists in planning, implementing and evaluating review and monitoring procedures.
- Monitor quarterly reports. Identify areas that need specific attention and additional monitoring.
- Work in partnership with Grant Manager and other management staff to develop and implement evaluation protocols and programs.
- Provide analysis on reports, request for reimbursements and similar document to Grant Manager and other management staff
- Responsible for drafting and submission of various reports as directed.
- Assist local systems, with direction, with resolving issues arising from financial compliance.
- Ensure organization and maintenance of financial documents.
- Review and recommend approval of, or changes to, budgets to conform to program requirements. Work directly with grantees to address areas of concern.
- Handle administrative aspects of compliance as necessary.
- Develop and implement modifications to the review process as necessary.

Duty 2

General Summary:

Percentage: 15

Assist with inquiries from commissioners, staff, and members of the public on the general aspects of evaluation. Respond to specific questions raised by indigent defense delivery systems. Identify needs of each situation, troubleshoot or research problems, contact resources, prepare responses, and exercise discretion in referring to appropriate staff for response when necessary.

Individual tasks related to the duty:

- Respond directly to inquiries from various audiences.
- Communicate budget and financial requirements clearly through email, telephone, and in person conversations.
- Respond to communications from grant recipients providing technical assistance to local systems and working directly with systems to address concerns and troubleshoot problems.
- Instruct staff members in responding and troubleshooting issues with compliance.

Duty 3

General Summary:

Percentage: 5

Assist with Federal grant program administration including monitoring compliance and managing federal grants to sub-recipients.

Individual tasks related to the duty:

- Review and assess the financial aspects of the Commission's federal grants.
- Complete necessary training to serve as the Financial Point of Contact for grants.
- Prepare quarterly financial reports and submit reports electronically to the grantor.
- Develop and implement protocol for completing annual desk reviews of grant sub-recipients.

Duty 4**General Summary:****Percentage: 5**

Other special projects as assigned.

Individual tasks related to the duty:

Work with Commission staff to complete specific tasks related to the mandates of the Commission.

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

This position responds to requests from local indigent defense delivery systems and requests from the Executive Director and other Commission staff. Exercises ind judgement in selecting the proper course of action in areas relating to the review and management of compliance grants and contracts. The position handles sensitive and/or confidential information and makes recommendations that affect Commission policies.

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

Recommendations and reports written by this position require the approval of the Grant Manager, Executive Director and other management staff. Certain items will require the approval of the Commission's management team and potentially the Commission itself.

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.

The work is in a standard office environment. The volume of work and deadlines may create stressful situations.

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):**

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 will be handling the fiscal monitoring of compliance grants awarded through the Michigan Indigent Defense Commission Act. Assist with developing and implementing policies and procedures to ensure the appropriate use and monitoring of grant funds. Responsible for reviewing and monitoring quarterly financial reports. Communicate with internal and external audiences about requirements and procedures.

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 Michigan Indigent Defense Commission (MIDC) was established to create and enforce minimum standards for the representation of people who are accused of a criminal offense but who cannot afford to hire an attorney. The MIDC received an appropriation to fund local systems' compliance with approved standards. The state funding is distributed after a local system's plan is approved. This position will monitor the distribution of state funds and assist with monitoring to ensure the correct usage of funds.

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 9**

No specific type or amount is required.

Financial Analyst 10

One year 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 9, Accountant 9, or Auditor 9.

Financial Analyst P11

Two 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 10, Accountant 10, or Auditor 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have ability to communicate well verbally and in writing with a variety of audiences.

Knowledge of the principles of economics and public finance.

Knowledge of financial management principles and practices.

Must be detail-oriented and well-organized.

The preferred candidate will have a working knowledge of accounting and auditing theory, principles, and practice.

Familiarity reviewing documents for completeness and correctness.

Familiarity in applying state laws to documents to ensure compliance.

Ability to organize, evaluate, and present information effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

Some travel throughout the state may be required. A valid drivers license is required for this travel.

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.

Changed title to Grant Analyst - rather than Grant Associate - and updated box 14.

I certify that the entries on these pages are accurate and complete.

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