

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 BUREAU OF STATE LOTTERY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan State Lottery
4. Civil Service Position Code Description State Administrative Manager-1	10. Division Administration
5. Working Title (What the agency calls the position) State Administrative Manager	11. Section
6. Name and Position Code Description of Direct Supervisor THOMPSON, KRISTI; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor FROEHLICH, JOSEPH T; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 101 E Hillsdale St. Lansing, MI 48933 / Mon-Fri; 7:45 am - 4:45 pm
14. General Summary of Function/Purpose of Position	
<p>This position is responsible for planning, organizing, directing and controlling the analysis of complex financial information, conducting reconciliations and reporting for the Michigan State Lottery. This position will develop and implement program plans, policies and procedures related to the audit of complex financial information and collaboratives with the Budget Officer to evaluate reconciliation issues and create/review/distribute the weekly Unaudited Report. This position manages and coordinates the work of section staff, approving leave time, conducting evaluations and resolving personnel concerns. Provide oversight to Procurement operations, facility management, records management and vehicle programs formulating and implementing current and long-range programs, plans and policies.</p> <p>This position will serve as Lottery's Internal Control Evaluation Coordinator responsible for ensuring Lottery's compliance with MCL 18.1485, overseeing the completion of the agency-wide biennial internal control evaluation to assess key business processes to identify potential risks, opportunities for improvement and weaknesses. Serve Lottery's Compliance Specialist performing research, developing, and making recommendations for process improvements. Serve as Lottery's audit liaison, leading the planning, development, and implementation of audit compliance review programs to monitor the soundness, reliability, and integrity of departmental processes and procedures to ensure best practices in internal control and audit compliance are achieved throughout Lottery. This position serves as the expert in OAG performance audits and OIAS engagement processes, procedures, and requirements. Additionally, serve as Lottery's Compliance Specialist researching, developing, and making recommendations for improvement to increase efficiency and effectiveness of MSL programs and/or address identified risks and deficiencies.</p>	

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: 35

Plan, organize, direct and control the analysis of complex financial information, conducting reconciliations and reporting for the Michigan State Lottery. Develop and implement program plans, policies and procedures and special projects.

Individual tasks related to the duty:

- Complete daily reconciliations for draw games: Mega Millions, PowerBall, Lotto 47, Fantasy 5, and Lucky for Life.
- Work collaboratively with the Budget Officer to manage the weekly Unaudited reports, creating and reviewing reports.
- Work collaboratively with the Budget Officer on the Mega Millions jackpot setting and participate in the bi-weekly Mega Millions jackpot setting calls each Tuesday and Friday.
- Complete the daily "Claims with no payments" audit:
- Complete monthly annuity reviews.
- Audit School Aid Fun Incentive: Annual program
 - Review and analyze incentive reports to determine compliance with MCL 18.1485.
 - Balance growth incentive activity in relation to performance pay calculation.
 - Evaluate and ensure all materials are received and properly certified by managers.
 - Research discrepancies and prepare detailed documentation.
 - Review, analyze and approve payments for the programs.
- Audit DSR quarterly incentives:
 - Review and analyze incentive reports to determine accuracy.
 - Balance sales, validations, inventory returns for online and instant activity in relation to performance pay calculation.
 - Research discrepancies and prepare detailed documentation.
 - Assess awards for each DSR based on the quarterly metrics.
 - Review, analyze and approve payments for the programs.
- Initiate and manage financial analysis and evaluation of accounting processes for process improvements.
- Special projects as needed.

Duty 2

General Summary:

Percentage: 25

Direct and coordinate the work of section staff, including reviewing and assigning work, establishing priorities and providing oversight to Procurement operations, facility management, records managements and vehicle programs.

Individual tasks related to the duty:

- Provide daily oversight of section staff including selection, training, providing performance feedback, completing performance reviews, approving leave and all other managerial responsibilities.
- Select and assign staff, ensuring equal employment opportunity in hiring and promotions, identify staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.
- Conduct and participate in regular meetings with staff keeping staff apprised of issues that are outstanding and to ensure progress is made in completing individual goals and performance measurements.\
- Conduct quarterly performance reviews and annual performance evaluations; recommend initiating and implementing corrective action to improve performance as needed.
- Formulate and implement current and long-range programs, plans and policies for Lottery purchasing and procurement operations.
- Development of RFPs including specifications, contract language and content, and serve as a contact to DTMB Purchasing Operations.
- Represent the Lottery as an expert and final authority concerning procurement matters with other agencies and vendors.
- Manage Lottey office lease agreements.
- Oversee the Procurement Operations:
 - Analyze statewide agency procurement operations to ensure compliance with state and agency policies and procedures.
 - Administer and direct requisition development, purchase order and/contract release approval, vendor bid approval and award.
 - Develop technical specifications for procurements under delegated authority and evaluate products/services for compliance.
 - Prepare abstracts/contracts for submission to the State Ad. Board for final approval.
- Provide reports of contractual personal services information (CS-138) as required by DTMB and Civil Service. Determine if service is pre-authorized – if CS-138 is required, determine approval standards.
- Interpret bid requirements and responses and summarize to ensure bid requirements have been met. Perform comparative analysis of all bids.
- Keep up-to-date with changes in state purchasing policies and procedures. Incorporate changes to Lottery procurement program.
- Administer and direct procurement card program. Issue, modify, and cancel cards to Lottery staff. Provide reports as required to DTMB.
- Manage Lottery Building and Facilities Management staff as they coordinate building activities across all Lottery offices.
- Manage Lottery staff who perform vehicle and travel coordinator activities.
- Provide oversight of the records management staff.

Duty 3

General Summary:

Percentage: 20

Serve as the Internal Control Evaluation Officer in the development and implementation of the biannual Internal Control Evaluation (ICE) process, facilitation of meetings with bureaus to analyze current practices and document risks related to core objectives of both critical programs and information technology (IT) systems for reporting and evaluation requirements. The position also drafts the certification letter outlining the results of the evaluation, resulting in compliance with the General Framework and System of Reporting.

Individual tasks related to the duty:

- Develop and monitor ICE process in accordance with DTMB General Framework and System of Reporting
- Lead efforts with department leadership to review and modify alignment of department mission, strategic objectives, and core business objectives with the Governor's statewide objectives.
- Lead efforts to review and modify established Key Department Risks (KDRs) to prioritize as needed.
- Facilitate meetings with each major program to review core objectives, identify risks, document controls and monitor activities as they relate to the department's KDR's.
- Prepare Risk Control Activities and Monitoring (RCAM) evaluations of the business and internal control objectives for CAUs and verify all components are completed.
- Lead efforts in identifying third party service organizations (TPSO), obtain the Service Organization Controls (SOC) Report, and completing the SOC review for including in Keylight.
- Identify deficiencies/weaknesses (financial, IT, process, etc.) within monitoring activities outlined in RCAMs that require the completion of Corrective Action Plans (if deemed material) and include with predetermined list as reported by Office of Internal Audit Services (OIAS)
- Facilitate meetings and communicate as needed to ensure all activities required for inclusion in the report to the Governor's office are completed by each deadline within the ICE Framework.
- Compile the data and prepare for inclusion in the ICO certification letter to the Director.
- Prepare the department compliance letter on behalf of the department director to submit to the Governor's office.
- Ensure statutory required follow-up on deficiencies within timelines stated.

Duty 4

General Summary:

Percentage: 10

Oversee and coordinate Lottery compliance and performance audit activities including consultation services requested from Lottery divisions seeking to navigate complex situations.

Individual tasks related to the duty:

- Serve as the Audit Liaison for the Department and coordinate the department-wide effort for evaluating, improving, and reporting on internal control in conformance with the General Framework.
- Act as the liaison between department leadership and the Office of Auditor General (OAG) for performance audits, Office of Internal Audit Services (OIAS).
- Provide guidance and coordination to support the department's divisions in addressing OAG audits, including the development of responses to audit findings, advising on responses for the public on sensitive or high profile situations, and maintaining compliance with state and department requirements.
- Serve as the subject matter expert in the planning, development, and implementation of audit compliance review programs to monitor the soundness, reliability, and integrity of departmental processes and procedures and requests.
- Evaluate and maintain the department's existing and proposed processes, recommending improvements to applicable controls and monitoring activities.
- Develop audit guides, processes, procedures, and training programs for department audit liaisons. Provide technical compliance requirements during performance or financial audits.
- Coordinate and monitor the status of corrective action plans to ensure completion within 60-days as required by the state's OIAS.
- Meet and report weekly with department leadership to provide updates on proposed and active OAG and OIAS audits, while proposing solutions to deficiencies carrying significant impact to Lottery and its Bureaus.
- Review and respond to audit findings and recommendations, ensuring responses are accurate, comprehensive, and accurately reflect the position of Lottery.
- Review audit tracking spreadsheets to ensure Lottery divisions remain responsive to questions, data requests, and facilitate the movement of information as needed.
- Develop strategies for effective and efficient implementation of audit recommendations with timely and appropriate milestones.
- Maintain and update access and data entry into the Keylight system to ensure the department is in compliance with the state's audit processes.

Duty 5

General Summary:

Percentage: 10

This position is responsible for financial/budget management of the Advertising program, coordinating with the Budget Officer and will perform all other duties as needed to contribute to the overall operation of the Michigan Lottery.

Individual tasks related to the duty:

- Set up the approved advertising budget in SIGMA.
- Create jobs/estimates in the advertising database.
- Manage budget to actual expense tracking of advertising expenses. Validate expenses are in alignment with boilerplate.
- Provide reporting to Marketing as needed to track advertising spending.

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

Considerable judgment is used to make decisions in carrying out assignments that have significant impact on both internal and external stakeholders. Decisions involved with administering the ICE and compliance specialist services require an understanding of the applicable rules, DTMB guidelines, bureaus/programs statutory requirements, and objectives of the department and bureau to accurately prepare the required documents. Decisions related to procurement project approaches and implementations, jackpotting setting and vehicle fleet purchases.

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

Supervisor review is necessary for issues that are politically sensitive, complex, when deviating from standards/practices, testing new material, methodologies and approaches, and interpreting legislation or DTMB guidelines.

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 is conducted in a standard office environment. Some repetitive motion tasks, standing, sitting, stooping, reaching, and walking required.

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>
VACANT	DEPARTMENTAL SPECIALIST-2	BANKS, JUSTIN	DEPARTMENTAL ANALYST-E P11
BENNETT, NICOLE M	PROCUREMENT TECHNICIAN-E-STP 7		

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?

The position is properly described in the preceding pages.

23. What are the essential functions of this position?

This position is responsible for planning, organizing, directing and controlling the analysis of complex financial information, conducting reconciliations and reporting for the Michigan State Lottery. This position will develop and implement program plans, policies and procedures related to the audit of complex financial information and collaboratives with the Budget Officer to evaluate reconciliation issues and create/review/distribute the weekly Unaudited Report. This position manages and coordinates the work of section staff, approving leave time, conducting evaluations and resolving personnel concerns. Provide oversight to Procurement operations, facility management, records management and vehicle programs formulating and implementing current and long-range programs, plans and policies.

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

Position establishment.

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

The Administration Division within Lottery is responsible for overseeing agency wide processes, procedures, financials, procurements, contracts, operations and internal controls.

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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.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of federal, state, and local relationships that impact the operations of a department.
- Extensive knowledge of training and supervisory techniques.
- Extensive knowledge of employee policies and procedures.
- Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.
- Thorough knowledge of fiscal planning and management.
- Ability to instruct, direct, and evaluate employees.
- Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to analyze and appraise facts and precedents in making administrative decisions.
- Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.
- Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others

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.

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