

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

Position Code 1.

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.) VACANT	8. Department/Agency LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Administrative Services
4. Civil Service Position Code Description Financial Analyst-E	10. Division Accounting and Finance
5. Working Title (What the agency calls the position) Financial Analyst – WIOA & Federal Workforce Grants	11. Section Federal Finance
6. Name and Position Code Description of Direct Supervisor JOHNSON, ARICA N; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor JOHNSON, CHRIS; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 320 S. Walnut Street, Lansing, MI 48909/ Monday-Friday 8:00AM-5:00PM
14. General Summary of Function/Purpose of Position	
<p>This position serves as an analyst for financial analysis, reporting, and compliance for Workforce Innovation and Opportunity Act (WIOA) and other assigned federal workforce development grants. The Financial Analyst ensures accurate financial planning, monitoring, and reporting of federal funds in accordance with WIOA regulations, Uniform Guidance (2 CFR 200), Generally Accepted Accounting Principles (GAAP), and U.S. Department of Labor requirements.</p> <p>The position plays a critical role in safeguarding federal funds by performing complex financial analysis, preparing federal financial reports and draws, supporting audits, and advising program and management staff on allowable costs, budget alignment, and fiscal compliance. This role independently evaluates financial data, identifies risks or variances, and supports continuous improvement of financial controls and processes.</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: 85

Serve as a financial analyst for assigned WIOA and other federal workforce grants, providing end-to-end financial oversight from budget development through closeout.

Individual tasks related to the duty:

- Prepare and analyze monthly, quarterly, and annual federal financial reports, including WIOA expenditure and obligation reporting.
- Process biweekly federal cash draws and ensure timely, accurate reimbursement aligned with reported expenditures.
- Conduct detailed expenditure analysis to ensure compliance with approved grant budgets, cost allocation plans, and federal cost principles.
- Monitor spending trends, identify variances, and proactively communicate risks or corrective actions to program and management staff.
- Apply advanced knowledge of the state accounting system and business intelligence tools to create financial queries, dashboards, and analytical reports.
- Reconcile financial data across systems and develop corrective entries to resolve discrepancies.
- Interpret and apply complex federal laws, regulations, and guidance related to WIOA and workforce grants.
- Advise program areas on allowable costs, documentation standards, and financial reporting requirements.
- Calculate and record indirect cost allocations in accordance with approved indirect cost rate agreements.
- Maintain complete financial records and supporting documentation to ensure audit readiness.

Duty 2

General Summary:

Percentage: 10

Provide financial analysis and coordination support to management, program staff, Michigan Works Agencies, and external stakeholders.

Individual tasks related to the duty:

- Support audits, monitoring reviews, and federal inquiries by preparing financial analyses, schedules, and responses.
- Contribute to special financial studies, variance analyses, and ad hoc reporting requested by leadership or budget staff.
- Collaborate with program and budget teams to align financial data with performance outcomes and program objectives.
- Research and interpret new or revised federal and state regulations impacting WIOA and workforce funding.
- Participate in cross-functional teams to improve financial controls, reporting processes, and compliance practices.
- Support implementation of changes related to governmental accounting standards or federal grant requirements.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Perform special projects and other related duties as assigned to support federal grant management and financial operations.

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

This position exercises independent professional judgment in analyzing financial data, determining appropriate accounting treatments, and preparing federal financial reports. Decisions directly impact federal compliance, audit outcomes, financial reporting accuracy, and the effective stewardship of WIOA funds. The position independently prioritizes workload based on reporting deadlines and grant requirements.

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

Deviation from established practices or policies; establishing new procedures or policies. Addressing concerns including but not limited to, programs, unit staff, vendors or other agencies and organizations. Changes in accounting principles and theories.

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 environment with periodic intense required deadlines for federal reporting and year-end closing activities.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

- Perform financial analysis and reporting for WIOA and federal workforce grants
- Ensure compliance with federal regulations and accounting standards
- Provide financial guidance and technical assistance to program and management staff
- Support audits, monitoring, and federal reporting requirements

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

New position.

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

The Federal Finance work area is responsible for ensuring accurate financial management and compliance of federal workforce funding. This position independently performs complex financial analysis and reporting that directly supports WIOA program integrity, fiscal accountability, and effective service delivery.

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 12 semester (18 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.

Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Good personal skills and professional integrity, good organization skills, ability to communicate effectively with all levels in the organization or outside agencies. High degree of initiative and willingness to assume greater levels of responsibility. Some knowledge of federal funds, SIGMA, MARS and Business Intelligence preferred.

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.

None

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