

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 Departmental Analyst-E	10. Division Charitable Gaming
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor WELLS, RONALD K; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 101 E HILLSDALE ST; LANSING, MI 48933 / M - F; 7:45 am - 4:45 pm (may vary)

14. General Summary of Function/Purpose of Position

This position is responsible for researching, analyzing, and evaluating software applications, programs and business processes for the Charitable Gaming division, including CGWP and Content Manager, conducting User Acceptance Testing (UAT) to identify and resolve a variety of issues. This position will design, implement, and evaluate new applications, programs and business processes and make recommendations to ensure efficiency. Serve as liaison with IT and program developers as it relates to testing, implementing program modifications and identifying issues. This position will conduct charity game ticket audits to verify and validate sales and prizes paid by licensees, analyzing invoices submitted by licensed suppliers with financials statements reported by licensee. The position is responsible for data management, collection, and analysis used in the creation of CG annual reporting, and licensee(s) financial reporting to the bureau. Disseminate technical information such as the gambling statute and charitable gaming statute, and non-technical information such as the CG Annual Report to legislators, city, state, and federal regulatory agencies, law enforcement agencies, attorneys, licensees, and prospective licensees.

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: 30

Research, analyze, resolve issues and conduct User Acceptance Testing related to software applications, such as CGWP and Content Manager, programs and business processes. Design and implement new programs.

Individual tasks related to the duty:

- Evaluate current software applications, programs and business processes, conduct troubleshooting and develop alternative strategies to resolve a variety of issues.
- Review and analyze Charity Gaming systems, reports and logs to discover issues and recommend solutions.
- Serve as a liaison with IT staff and program developers as it relates to testing, implementing program modifications and identifying issues.
- Design, implement and evaluate new software applications, programs and business processes and make recommendations to achieve greater efficiency and effectiveness of section software programs.
- Conduct research and conduct User Acceptance Testing on new software applications, programs, and business processes.
- Develop training materials and conduct staff training on current and new programs and processes.

Duty 2

General Summary:

Percentage: 30

Conduct compliance audits of non-profit organizations to determine violations with the Act and administrative rules.

Individual tasks related to the duty:

- Establish, administer and evaluate program plans and procedures for charity game ticket audits.
- Develop and analyze reports for the Charity Game Ticket Audit to identify non-compliant licensees.
- Conduct compliance audits of game records of organizations to ensure compliance with the Act and administrative rule. Determine if violations discovered during the record review warrant a forensic audit. Violations discovered because of these audits may result in further administrative actions regarding the Act and administrative rules.
- Conduct record review of game records of licensed organizations conducting gaming events.
- Ensure that all funds raised through gaming events went into financial accounts of the licensee.
- Prepare "Notice of Intent to Commence Formal Proceedings" letters in accordance with the Administrative Procedures Act.

Duty 3

General Summary:

Percentage: 25

Responsible for data management, collection, and analysis. Develop reports for management and recommend strategies to support division objectives.

Individual tasks related to the duty:

- Liaison with licensees, division and bureau staff for data collection related to end-of-year revenue, licenses issued and organizations qualified for annual report.
- Develop comprehensive reports to determine additional detailed information to collect and analyze.
- Develop relational database queries to answer relevant questions.
- Develop and analyze reports to identify erroneous information and reconcile discrepancies.
- Research, develop and evaluate the effectiveness of audit code editing functions in CGIS.

Duty 4

General Summary:

Percentage: 10

Disseminate technical information such as the gambling statute and charitable gaming statute, and non-technical information such as the CG Annual Report to legislators; city, state, and federal regulatory agencies; law enforcement agencies; attorneys; licensees; and prospective licensees.

Individual tasks related to the duty:

- Provide interpretation to legislative offices, law enforcement officials, complainants, attorneys, licensees and the general public relating to charitable gaming of the following, including but not limited to The gambling statute (Act 328 of 1931, as amended), The Charitable Gaming statute (Act 382 of the Public Acts of 1972, as amended), Charitable Gaming administrative rules and interpretive statements, directives and policies.
- Provide non-technical information to legislative offices, law enforcement officials, complainants, attorneys, licensees and the general public, including but not limited to The Charitable Gaming Annual Report, Gaming event applications and licenses, Statewide informational and survey mailings to licensees and other information as deemed necessary.

Duty 5

General Summary:

Percentage: 5

Assist with the Charity Game Ticket Program and perform other duties as assigned.

Individual tasks related to the duty:

- Participate in strategy and oversight meetings with the Gaming Director and the Charity Game Ticket Specialist.
- Assist with development of charity game tickets, coordinate with division staff and the manufacturer in the design, development, testing, and introduction of new charity game tickets for resale to licensees.
- Assist Charity Game Ticket Specialist as needed.

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

Decisions in evaluation and identification of issues with current software programs and processes, decisions in the design and implementation of new software programs and processes, decisions in determining violations of the charity game ticket audit, decisions in the collection analysis of program data.

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

Decisions where goals and/or objectives require establishing new or interpretation especially with policies, procedures, administrative rules or laws and decisions affecting budget or expenditures of funds, extremely sensitive, significant or have a direct impact on operations.

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 setting and physical exertion, with some bending, moderate lifting of less than 25 lbs and extensive computer use. Occasionally may be required to travel to Board Lansing/Detroit offices and in Detroit-based casinos, where employee may be exposed to high concentration of tobacco smoke and noise. All employees have a responsibility for workplace safety including identifying potential hazards, reporting them, and ensuring they actively participate in all required training.

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?

The position is properly described in the preceding pages.

23. What are the essential functions of this position?

This position is responsible for researching, analyzing, and evaluating software applications, programs and business processes for the Charitable Gaming division, including CGWP and Content Manager, conducting User Acceptance Testing (UAT) to identify and resolve a variety of issues. This position will design, implement, and evaluate new applications, programs and business processes and make recommendations to ensure efficiency. Serve as liaison with IT and program developers as it relates to testing, implementing program modifications and identifying issues. This position will conduct charity game ticket audits to verify and validate sales and prizes paid by licensees, analyzing invoices submitted by licensed suppliers with financials statements reported by licensee. The position is responsible for data management, collection, and analysis used in the creation of CG annual reporting, and licensee(s) financial reporting to the bureau. Disseminate technical information such as the gambling statute and charitable gaming statute, and non-technical information such as the CG Annual Report to legislators, city, state, and federal regulatory agencies, law enforcement agencies, attorneys, licensees, and prospective licensees.

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 Michigan State Lottery strives to maximize net revenues to supplement state education programs; to provide fun and entertaining games of chance, and to operate all games and bureau functions with nothing less than total integrity. The Lottery was established under the authority of Public Act 239 of 1972 to generate funds to support Michigan's public-school system.

The Charitable Gaming Division is responsible for administrating and regulating gaming activity under the authority of the Michigan Bingo Act MCL 432.101, *et seq.*

This position is responsible for researching, analyzing, and evaluating software applications, programs and business processes for the Charitable Gaming division, including CGWP and Content Manager, conducting User Acceptance Testing (UAT) to identify and resolve a variety of issues. This position will design, implement, and evaluate new applications, programs and business processes and make recommendations to ensure efficiency. Serve as liaison with IT and program developers as it relates to testing, implementing program modifications and identifying issues. This position will conduct charity game ticket audits to verify and validate sales and prizes paid by licensees, analyzing invoices submitted by licensed suppliers with financials statements reported by licensee. The position is responsible for data management, collection, and analysis used in the creation of CG annual reporting, and licensee(s) financial reporting to the bureau. Disseminate technical information such as the gambling statute and charitable gaming statute, and non-technical information such as the CG Annual Report to legislators, city, state, and federal regulatory agencies, law enforcement agencies, attorneys, licensees, and prospective licensees.

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:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of research and analysis.
- Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to maintain favorable public relations.

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