

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPTALTE

Civil Service Class and Level: Departmental Analyst-E Trainee

Working Title (What the agency calls the position): Departmental Analyst Trainee

Name and Position Code Description of Direct Supervisor: WRIGHT, KERRI A; STATE ADMINISTRATIVE MANAGER-1

Department/Agency: DEPARTMENT OF STATE

Bureau (Institution, Board, or Commission): Office of Investigative Services

Division: Enforcement Division

Section: Branch Review & Special Programs Section

Unit:

Work Location (City and Address)/Hours of Work: Richard H Austin Building 430 W. Allegan St. Lansing, MI / Monday - Friday, 8:00 a.m. - 5:00 p.m.

General Summary of Function/Purpose of Position: This Departmental Analyst position will train to carry out the Division's responsibilities for conducting reviews of Bureau of Branch Operations and processes designed to mitigate the opportunities for employee misconduct or improper use of department records. The incumbent will be trained to engage in collecting, researching, consolidating, and reviewing information, conducting records analysis, maintaining databases, designing forms, preparing reports, and writing procedures. Some of the general functions include training in: visiting, evaluating, and reporting on various aspects of Bureau of Branch Operations; identifying procedural or process vulnerabilities within branch office operations or department programs that could compromise the security of department information, records or assets; assisting with internal fraud detection; and reviewing and participating in the development or assessment of department programs, or projects ensuring compliance with state and federal regulations, and compatibility with department standards and bureau objectives.

Assigned duties and tasks for each duty.

Duty 1: In a training capacity, monitor and evaluate Bureau of Branch Operations to ensure compliance with department procedures and internal controls. Responsibilities include collecting, researching, consolidating, and reviewing information, and conducting records analysis. Compile data and prepare written reports.

- Learn to perform routine or targeted Bureau of Branch Operations reviews that include evaluations of management practices, cash control procedures, customer transactions, inventory maintenance, document verification, information security, and are designed to prevent or reduce opportunities for improper employee or customer activity.
- Be trained to verify that Bureau of Branch Operations activities comply with Department policies, procedures, directives and sound business practices.
- Learn to identify procedural or process vulnerabilities within branch office operations or Department programs that could compromise the security of department information.
- Work to ensure that branch office operations meet the requirements of state and federal laws, statutes or regulation.
- Learns to oversee or conduct complex driving record transactions or system access updates to CARS, or other driver-related information systems
- Prepare written branch office evaluation summaries and official reports.
- Learn to establish processes to detect irregular branch office transactions or other suspicious activity that may be occurring within the branch office environment.
- Recommend cost-effective modifications to department procedures or internal controls that would enhance fraud detection strategies or help identify vulnerabilities within branch office operations.
- Provide witness support for criminal and/or administrative/civil proceedings.

Duty 2: Learn to review and participate in the development or assessment of department programs or projects.

- Train to analyze department operations to determine compliance with policies and procedures. Provide input and assist in drafting procedures, if necessary.
- Review to determine if department programs meet state and federal requirements.
- Research and recommend strategies designed to enhance the efficiency of current programs or processes.
- Assist work units to successfully implement new regulations or recommendations which impact department processes or procedures.
- Travel is required to attend meetings and troubleshoot complex issues that are off site.

Duty 3: Perform other related duties as assigned.

- Miscellaneous administrative tasks needed to complete additional assigned duties.

Types of decisions made independently and whom or what those decisions affect: Interpreting and applying current rules, procedures, and policies in the process of conducting branch office or program reviews. Assessing the adequacy or legitimacy of documentation provided for branch office or program assessments. Determining an appropriate outcome or recommendation after completing various review activities.

Types of decisions that require the supervisor's review: Decisions that could impact or change Department, Bureau, or Division policies and procedures. Discovery of falsified records, improper business transactions, loss of controlled inventory, or illegal use of Department records. Prioritization of pending work assignments.

Physical effort used to perform this job and environmental conditions of this position: Typical office environment. Periodic overnight travel is necessary to conduct branch office reviews. Occasional travel to attend meetings or receive individual training is also required. Travel is required to attend meetings and trouble shoot complex issues that are off site.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: This Departmental Analyst position will carry out the Division's responsibilities for conducting reviews of Bureau of Branch Operations and processes designed to mitigate the opportunities for employee misconduct or improper use of department records. The incumbent will engage in collecting, researching, consolidating, and reviewing information, conducting records analysis, maintaining databases, designing forms, preparing reports, and writing procedures. Some of the general functions include: visiting, evaluating, and reporting on various aspects of Bureau of Branch Operations; identifying procedural or process vulnerabilities within branch office operations or department programs that could compromise the security of department information, records or assets; assisting with internal fraud detection; and reviewing and participating in the development or assessment of department programs, or projects ensuring compliance with state and federal regulations, and compatibility with department standards and bureau objectives.

The function of the position's work area and how it fits into that function: The Enforcement Division monitors controls to deter and detect fraud within the Department's programs. The Division oversees the audit responsibilities of the Department concerning the state's Secretary of State Branch offices. The Division also identifies opportunities to improve controls and consults/assists managers in implementing these controls. This Division identifies areas of risk related to physical, technical and personnel security and makes recommendations to the Department to deter and/or eliminate risk areas. This position will primarily support the Division's branch office review activities. The incumbent will carry out a wide range of research, analysis, verification, and reporting assignments.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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Education

Educational level typically acquired through completion of high school.

Experience

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practice of research and analysis.
- Ability to organize, evaluate, and present information effectively.
- Ability to formulate and execute procedures and assess internal controls for a program or service area.
- Ability to interpret laws, rules and regulations relative to work.
- Knowledge of office software programs, particularly Microsoft Word, Access, Excel and PowerPoint.

CERTIFICATES, LICENSES, REGISTRATIONS:

CJIS – Due to Criminal Justice requirements for individuals with access to Criminal Justice Information or access to a physically secure location, the position requires incumbent submit fingerprints for state and federal criminal background checks; qualify for access under the criminal conviction policy per the Federal CJIS Security and Michigan addendum; complete either the Security Awareness Training or Use and Dissemination (indirect access) Training within six months of employment or assignment, and recertify every two years.

Position requires incumbent be a United States Citizen and pass a thorough background investigation to comply with Public Act 7 of 2008, Public Act 23 of 2008, and the Memorandum of Agreement between the State of Michigan and the Department of Homeland Security.

SPR (Valid DL) – Position requires incumbent possess and maintain a valid driver's license in accordance with agency's driving record standards.