

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Treasury
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Bureau of Financial and Accounting Services (BFAS)
4. Civil Service Position Code Description	10. Division
Departmental Analyst 9-11	Accounting Services Division
5. Working Title (What the agency calls the position)	11. Section
Departmental Analyst	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Stacey Bliesener State Division Administrator 17	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Susan R Nichols State Bureau Administrator 18	Operations Center 7285 Parsons Road, Dimondale, MI 48821 Monday – Friday 8 AM – 5PM
14. General Summary of Function/Purpose of Position	
<p>This position functions as an Analyst within the Accounting Services Division (ASD) of the Michigan Department of Treasury. The role provides essential support through evaluation, research, and analysis in managing division-wide projects, coordinating security access rights, and ensuring compliance with internal controls and information security protocols. Responsibilities include leading and supporting project planning, tracking milestones, managing risks, ensuring security access requests are reviewed and documented, year-end coordination with OFM, timekeeping functions, and customer support. The Analyst also develops and maintains project documentation, supports customer communications, and recommends improvements to processes and workflows. The position supports alignment with the Treasury's strategic priorities, including resource management, continuous improvement initiatives, and employee engagement.</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 of Duty 1

% of Time 60

Project management and security coordination. Provides leadership and support for division-wide project management efforts and oversees security access coordination to ensure adherence to department policies, data security standards, and project objectives.

Individual tasks related to the duty.

- Coordinates and supports project management activities for ASD, assisting in planning, executing, and evaluating projects to ensure alignment with goals.
- Recommends improvements to office procedures, systems, and workflows based on data analysis to enhance operational efficiency and effectiveness.
- Reviews, analyzes, and prioritizes incoming correspondence, project materials, and reports, organizing documents and forwarding appropriate materials to ASD staff for action.
- Research, compiles, and prepares complex and confidential documents, reports, and presentations to support project initiatives and ASD priorities.
- Drafts and prepares responses to correspondence and project-related communications, both independently and under the direction of the ASD Administrator and managers.
- Manages security requests by liaising with internal stakeholders and external partners, ensuring compliance with policies and procedures.
- Assists in the coordination and documentation of security measures, ensuring that projects and communications are secure and comply with relevant regulations.
- Prepares and reviews project plans, reports, and documents, ensuring accuracy and clarity, and supporting project managers in meeting deadlines.
- Schedules and coordinates meetings, conferences, and video calls related to project management and security initiatives, ensuring proper logistics and quorum confirmations.
- Updates and maintains project and security-related databases, tracking key milestones, financial data, and resource allocations to ensure accurate reporting.
- Creates, maintains, and updates project management tools, Excel spreadsheets, and Access databases to track progress, budgets, and resources.
- Ensures accurate entry and monitoring of financial and security data into appropriate systems, ensuring compliance and timely processing.

Duty 2

General Summary of Duty 2

% of Time 30

Operation and Administrative Support. Supports office operations, resource coordination, and interdepartmental communications to enable efficient project and security functions.

Individual tasks related to the duty.

- Serves as a liaison to budget, procurement, and IT teams for project-related resource needs.
- Tracks and manages procedural updates to ensure alignment with current business processes.
- Coordinates and tracks year-end documents and submits to OFM.
- Supports documentation, version control, and reporting for security and operational compliance.
- Assigns and tracks internal requests to ensure timely execution of ASD priorities.
- Ensures compliance with records retention, building access, and space utilization guidelines.
- Serves as the liaison between ASD and staff or other agencies, transmitting directives, assignments, and ensuring proper follow-up and process management.

- Oversees the timekeeping process for ASD, ensuring accurate tracking of time and attendance for staff.
- Manages Office Records, serving as the liaison for ASD's Records Management system, ensuring proper filing, documentation, and compliance with records retention policies.
- Acts as the ASD Building liaison, coordinating building-related issues and ensuring that office operations run smoothly in the physical space.
- Responsible for analyzing, coordinating, and managing the acquisition, maintenance, and tracking of office supplies and equipment, working closely with IT and budget staff to align purchases with budgetary guidelines and operational needs.

Duty 3

General Summary of Duty 3

% of Time 10

Contributes to organizational development initiatives and supports leadership in continuous improvement and strategic planning efforts. Performs other assignments as needed for ASD and the Treasury Executive Office.

Individual tasks related to the duty.

- Participate in activities that contribute to the achievement of the mission, goals and operational objectives of the Financial and Accounting Services Bureau and the Accounting Services Division.
- Prepare special reports as requested.
- Serve on special projects as assigned.
- Recommend the revision of rules, regulations and procedures as needed.
- Other duties as assigned.

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

The Analyst independently manages and documents security access requests, ensuring compliance with policies and internal controls. They determine appropriate handling of project communications, select tracking tools, and draft internal procedures to support division-wide consistency. The role requires sound judgment in prioritizing tasks, managing sensitive information, and coordinating with stakeholders to ensure effective support of project and security operations.

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

Decisions requiring supervisor review include those involving complex or non-routine issues, such as interpreting ambiguous policies, resolving conflicts in project priorities, or addressing security concerns outside established procedures. The Analyst also seeks supervisory input when proposed actions could impact broader division operations, involve significant changes to scope or resources, or when clarification is needed on sensitive or high-risk matters.

18. What kind of physical effort is used to perform this job? What environmental conditions is 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 involves extensive computer work and sitting for long periods, with shifting priorities and deadlines. It is performed in a standard office environment, primarily at a desk, with daily tasks including phone use, computer work, walking to file cabinets or staff offices, and occasional lifting of supplies.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

___ 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?

The essential functions include managing division-level projects, ensuring proper coordination and compliance with security access rights, analyzing operational procedures, and supporting ASD's strategic priorities. The position requires a high level of organization, discretion with sensitive data, and collaboration with cross-functional teams.

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

New.

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

The Accounting Services Division ensures the implementation and oversight of accounting policies and internal controls across the Treasury. This position supports that mission by managing projects, coordinating security access to systems and data, and contributing to division-wide planning, efficiency, and compliance initiatives.

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

Education 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:

Strong verbal and written communication skills, including proficiency in English grammar and advanced Microsoft Office applications. Ability to build effective working relationships with internal and external personnel, solve complex technical problems, and apply data processing terminology. Demonstrates good judgment and diplomacy when interacting with others and possesses a thorough understanding of executive office procedures.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.