

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

Position Code

1. DEPTALTEP36Y

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 Technology and Platforms
5. Working Title (What the agency calls the position) Drawing Analyst	11. Section Data Center Operations
6. Name and Position Code Description of Direct Supervisor REBH, NICHOLAS F; STATE ADMINISTRATIVE MANAGER-1	12. Unit Scheduling
7. Name and Position Code Description of Second Level Supervisor JAIN, SANDEEP; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 101 E. Hillsdale Lansing, MI / Monday – Friday 7:45 a.m.- 4:45 p.m. w/ rotating weekends

14. General Summary of Function/Purpose of Position

This position is responsible for supporting the functions of the Bureau of State Lottery drawing systems and processes. This position will perform and coordinate with Lottery Gaming Vendors, Internal Control System Vendors, WDIV Studio, and the Multi-State Lottery (MUSL) all drawings and bureau functions with nothing less than total integrity necessary to maximize net revenues to supplement state education programs. The position is also responsible for conducting research and analysis of system drawing data, organization and maintenance of reports in Cypress related to system outputs, balance drawing data during draw time between the Internal Control System(ICS), WDIV Studio, and the Gaming Vendors, support the development and testing of new games and provide spreadsheets for reporting and tracking purposes as well as processing downloads and uploads of data, production reports, and creation of ad hoc reports. The Scheduling Unit is responsible for supporting Lottery drawing processing system functions including Multi State Lottery (MUSL) drawing programs; and providing expertise, research, insights and technical support.

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: 60

Responsible for coordinating and conducting Lottery draw schedules for Mid-Day, Evening, Fantasy 5, Lotto47, Lucky for Life, Mega Millions, and PowerBall. Research and analysis for Lottery's drawing processing system in response to inquiries from Lottery support staff and Lottery Vendor staff regarding irregularities in reports, drawing irregularities etc. Balance data from reports between MUSL, ICS, and Gaming Vendors during drawings. Perform Drawings Execution of drawing procedures for all active games.

Individual tasks related to the duty:

- Analyze ongoing operations to recommend modifications based on data produced from drawing programs and other drawing processes.
- Verify that drawing data in reports is in line with expected outcomes.
- Receive and verify winning numbers into third party computer terminal.
- Determine course of action to resolve issues and interface with other Lottery divisions within the Department for exchange of data and/or troubleshooting problems that develop.
- Develop and maintain weekly production report for division and bureau management for evaluation and decision making.
- Create ad hoc reports for more in-depth analysis by management.
- Assist in researching problems that exist with Lottery drawing processes.
- Record required documentation according to procedures.
- Run pertinent mainframe programs necessary for completion.
- Escalate properly to Lottery Management any unbalances that occur during drawing.
- Maintain program documentation for scheduling.

Duty 2

General Summary:

Percentage: 20

Verify and update Lottery's drawing processing system database by scheduling programs on the mainframe computer and troubleshoot any resulting problems. Schedule Sigma Interface program and verify reports and transfer files MAIN.

Individual tasks related to the duty:

- Schedule essential daily runs of SIGMA INTERFACE outputs from data entry, electronic filing programs, collaborate with Lottery Accounting to verify reports are accurate and validated.
- Verify program transfer of files to MAIN.
- Maintain reports from all scheduled programs.
- Schedule programs as needed with accounting approval for assessments, reissuance of undeliverables, adjustments, and delinquent matches as needed.
- Work to resolve problems that develop regarding scheduling programs.
- Maintain program documentation for scheduling.

Duty 3

General Summary:

Percentage: 10

Maintain contacts outside of the Lottery.

Individual tasks related to the duty:

- Communicate with Lottery vendors and others on research of new products.
- Interact with representatives of companies who perform testing and certification of Lottery Drawings.
- Communicate Public Relations and with other government Lotteries regarding Automated Drawings.
- Work with IGT, Pollard, GamBit, Elsym, Spectra, NeoGames, MUSL and other companies with whom Lottery interacts on Lottery projects.

Duty 4

General Summary:

Percentage: 10

Perform other duties as needed to contribute to the overall operation of the Michigan State Lottery.

Individual tasks related to the duty:

- Download and process test files.
- Develop and maintain Lottery drawing documentation for functions within the Divisions.
- Provide technical expertise to the staff.
- Learn to facilitate office operations in the absence of an on-site supervisor.
- Respond to email, telephone, fax and mail inquiries regarding drawing status.
- Maintain office records.
- Handle customer complaint issues.
- Order supplies.
- Maintain and facilitate repair of office equipment.
- Complete production reports.

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

The analyst in this position should have basic knowledge and expertise in the area of reviewing and evaluating drawing procedures, drawing schedules, data center environmental conditions and applying Lottery standards and policies.

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

The employee is responsible for contacting their supervisor for direction when any drawing has an out of balance condition, drawing standards or procedures are unclear in their application to a given problem, when a situation is beyond the scope of expertise and/or authority, and when decisions are high importance and have implementations on customers.

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.

Work is performed in a standard office setting with no special physical effort; however a significant amount of time is spent on utilizing computers and the volume and nature of the work can be stressful. 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):

- | | |
|---|--|
| ☐ 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. |

N Orally reprimand.

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?

The position functions as a professional drawing analyst, reviewing, analyzing, interpreting and evaluating drawing data. Position performs statistical analyst, validation, balancing of drawing data, and provides drawing expertise to the Investigative and Gaming Control departments of the Michigan Lottery and participates in new gaming development.

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

N/A

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 Operations Drawing Unit is responsible for drawing functions within the Lottery Bureau; coordination between Lottery vendors during drawing schedules and multi state lotteries; coordination of annual independent MUSL audits.

This position will provide systematic review, analysis, interpretation and/or evaluation of drawing documentation/data to determine the integrity of drawing information. The position serves as a Lottery drawing resource to the Security, Marketing, Department Services, Gaming Control, Digital Gaming, Accounting, and Administration departments providing onsite drawing expertise as to drawing processes. The position will participate, as necessary in new game development as conducted by the Michigan Lottery.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to learn and utilize computer processes.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

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.

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