

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

Position Code 1. DEPSPL2E96N
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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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division FINANCIAL SERVICES
5. Working Title (What the agency calls the position) DEPARTMENTAL SPECIALIST	11. Section ELECTRONIC RECEIPTING
6. Name and Position Code Description of Direct Supervisor STOECKER, KARISSA L; FINANCIAL MANAGER-3	12. Unit ELECTRONIC RECEIPTING
7. Name and Position Code Description of Second Level Supervisor ALVORD, MELANIE A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7285 PARSONS DRIVE, DIMONDALE, MICHIGAN / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position serves as the statewide specialist and liaison for State agency Automated Clearing House (ACH) receipting and payments. This position serves as Treasury's Electronic Payment Coordinator/lead for implementation of Treasury payment solutions. This position serves as Treasury's Coordinator to ensure systems meet the ACH and Payment Card Industry Data Security Standards (PCI DSS) for all Treasury payment solutions. This position conducts annual ACH audits and user access reviews for various applications accessed by users across several State departments. This position serves as a System/Security administrator for several applications used by Treasury and other State department users. This position backs up cash receipting credit/debit card contract used by all state agencies. This position prepares and updates written procedures for the section. This position provides backup support for ACH disbursements processes. This position writes Requests for Proposals (RFP). This position communicates with the State's banks verbally and in writing as necessary. In performing these duties, the position is responsible for promoting and maintaining an environment conducive to continuous quality improvement and for encouraging ideas, input, and teamwork.

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: 35

This position serves as the statewide specialist and liaison for banking services under various banking contracts and agreements. This position is the program expert for all related ACH services (revenues and expenditures). This position serves as the liaison between agencies and banks to implement ACH and other electronic payment programs, resolves complex operational problems, analyzes costs, monitors contracts and agreements, and recommends improvements.

Individual tasks related to the duty:

- Interprets and explains banking requirements, statutory and regulatory requirements to agencies prior to implementation to assist agency in determining if program benefits outweigh costs.
- Reviews and edits bank agreements for proper language.
- Evaluates and verifies that authorizations, bank accounts, and reporting structures are appropriate for agency needs.
- Analyzes and resolves complex problems related to implementing and administering banking services, electronic receipting and payment programs between banks and agencies.
- Assists State agencies with needs associated with ACH payment processing.
- Assists Treasury with needs associated with ACH payment processing for business and individual taxes, including CEPAS and/or Paymentus.
- Backs-up for cash receipting credit/debit card contract.
- Collects and summarizes agency program volumes, costs, operational problems, and implementation status for management review.
- Conducts analyses in such areas as program goals, objectives, operations, and historical trends and reasons for variances, including MI Results.
- Maintains records and prepares reports and correspondence related to banking services.
- Maintains knowledge of complex rules and regulations such as ACH Rules, Federal Regulations, Electronic Fund Transfer Act, and Office of Foreign Assets Control (OFAC) in order to provide expertise and possible resolution regarding ACH related issues.
- Coordinates and conducts the annual ACH security audits.
- Assists with Keylight, POAMS, and other security controls.
- Requests, documents, and reviews Attestation of Compliances (AOC), Report on Compliances (ROC), and Systems and Organization Controls (SOC).

Duty 2

General Summary:

Percentage: 30

This position is liaison for the Paymentus system used for various taxing areas within Treasury.

Individual tasks related to the duty:

- Serves as the Security Administrator for the Paymentus system,
- Compiles/reviews annual Risk Assessment.
- Reviews and submit changes to JPM/Paymentus agreement.
- Ensures Paymentus system and applications comply with ACH, Credit/Debit, and PCI rules and security requirements.
- Assist with reconciliation issues and system performance issues.
- Assist with testing new applications and applications/system changes.

Duty 3

General Summary:

Percentage: 20

This position serves as Treasury's Electronic Payment Coordinator for Treasury electronic payment systems.

Individual tasks related to the duty:

- Provide the primary link between the Treasury application owners and the Electronic Receipting Section for electronic processing and security related issues.
- Ensure all applications that process credit cards understand and comply with the Payment Card Industry (PCI) Data Security Standards (DSS) requirements.
- Ensure all applications that collect and process electronic checks understand and comply with the ACH rules/regulations.
- Establish agency guidelines based on recommendations and guidelines provided by the Electronic Receipting Section.
- Provide Managers and Supervisory staff with detailed information to develop program best practices and operational procedures.
- Understand all financial aspects of accepting electronic payments.
- Work with Managers and Supervisors to educate staff on the importance of data security.
- Understand and establish formal fraud control functions.
- Understand the critical role that staff plays in proper transaction execution.
- Access Payments Insider and Chain Statements for financial oversight.
- Analyze statements to ensure most cost-effective card processing methods are being used for each merchant.
- Ensure staff handling electronic payments understands and comply with the electronic payment rules/requirements relevant to each application.
- Assist with the reconciliation of electronic transactions.

Duty 4

General Summary:

Percentage: 10

Draft Request for Proposals (RFP) and contract change notices relating to contracts and agreements for banking services. Monitors the contract expiration dates and contract values for all contracts for the Financial Services Division.

Individual tasks related to the duty:

- Prepares agreements and RFPs for various Office contracts, such as ACH transfers, income tax paid returns, income tax estimated returns, and other contractual relationships.
- Writes change notices to banking contracts and agreements needed for such purposes as rate and fee changes, reporting enhancements, authorizations for Internet transactions and other technology enhancements and contract extensions. Ensures that change notices are properly executed and distributed to affected parties.
- Evaluates contracts with banks and serves on Joint Evaluation Committees (JEC) representing Treasury.
- Conducts studies, consolidates data, and analyzes current contracts for future contract needs.
- Designs, analyzes, and monitors appropriate contracts and reports.
- Conducts special privatization studies, analyzes, and reports results.
- Researches, develops, and recommends alternative procedures to resolve problems.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned

Individual tasks related to the duty:

- Provides backup for EFT release and CW Certifications.
- Analyzes, evaluates, and makes recommendations for quality improvements to current processing related to banking, accounting, and related transaction processing.
- Participates in various intradepartmental and interdepartmental committees and projects.
- Attends conferences, seminars, and training sessions regarding banking relationships, technologies and electronic receipts and disbursement.
- Performs 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.

- Resolve complex problems as the advisor and liaison between the contractor and agencies to prevent or minimize recurrence of problems.
- Strategies for reducing backlogs if no major impact on personnel needs.
- Systems to organize and coordinate State agency cash receipting credit/debit card receipting program implementations.
- Resolve complex warrant and ACH related issues for the Department of Treasury and other State agencies.

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

- Major changes in revisions to contracts and changes to compensating balances.
- Significant deviations from past practices.
- Decisions that affect staffing levels.
- Decisions that have negative or significant impact on other agencies or banking relationships.
- Decisions that have a policy impact.

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.

Meeting urgent deadlines and resolution of issues or problems may result in stressful situations. Work performed in a typical office environment. No unusual physical effort or environmental conditions.

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):

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| ☐ 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?

Position serves as the statewide specialist, technical advisor, and liaison for ACH receipting and payments. Analyze, monitor, reconcile, calculate, and prepare various documents. Interpret and understand complex rules and regulations. Use a personal computer. Travel to other State agencies and contractor places of business as needed. Meet and deal effectively with others. Communicate verbally and in writing in an effective manner. Follow oral and written directions.

All of the duties of this position description must be performed and cannot be eliminated.

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 Financial Services Division is responsible for receipting and recording of revenue received by the Department of Treasury in excess of \$45 billion annually. The Division is responsible for statewide bank activity and credit card contracts for the State of Michigan and functions in a central agency capacity to set policies and procedures for all other State agencies to use in the depositing, receipting and recording of receipts and revenues. The Division is also responsible to set policies and procedures for disbursements in excess of \$45 billion annually.

This position serves as the recognized statewide specialist, technical advisor, and liaison for banking services and ACH transaction programs, as well as the backup for the statewide credit card receipting program and oversight of outgoing ACH payments. This position serves as the expert on warrant/check law. This position also formulates written procedures for current job functions. This position is responsible for the accurate processing and recording of these transactions with proper internal controls through effective functioning of accounting and banking systems.

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:

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the acts or laws that regulate the State's banking practices and credit card programs. Knowledge of bank account analyses, Automated Clearing House (ACH) transactions, credit card guidelines and acceptable industry practices.

Knowledge of ACH and warrant-related issues.

Knowledge of Microsoft Office software.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to follow complex oral and written directions.

Ability to effectively communicate with others.

Ability to maintain favorable relations with other agencies and contractors.

Ability to research, organize, analyze, and interpret complex information; apply criteria; and make recommendations.

**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.

SALLY VAN VYVE

8/13/2026

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