

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. DEPSPL2

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>  	<b>8. Department/Agency</b> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b> TAX POLICY
<b>4. Civil Service Position Code Description</b> Departmental Specialist-2	<b>10. Division</b>  
<b>5. Working Title (What the agency calls the position)</b> DIRECT BUSINESS TAX DEPARTMENTAL SPECIALIST	<b>11. Section</b> TAX TECHNICAL
<b>6. Name and Position Code Description of Direct Supervisor</b> BAIN, ROGER A; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> BUSINESS TAX TECHNICAL
<b>7. Name and Position Code Description of Second Level Supervisor</b> ARRITT, ELIZABETH J; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 7285 PARSONS DRIVE, DIMONDALE MI / MONDAY - FRIDAY, 8 AM TO 5 PM, HYBRID

**14. General Summary of Function/Purpose of Position**

This position acts as the Direct Business Tax (DBT) Specialist within the Business Tax Technical (BTT) Unit, which is a highly specialized contingent of the Tax Policy Bureau. The BTT Unit is heavily relied upon by the Business Taxes Division, Tax Policy Division, the Attorney General's Office, and other key internal and external stakeholders, for their high level of business tax knowledge and expertise.

This (DBT) Specialist will serve as the Unit's specialist with knowledge over all supported business tax types, and act as the primary support for direct business taxes. As the specialist, the functions of this position include investigating, analyzing, and providing guidance on the most complex direct business tax inquiries, and serving as a liaison with tax related entities, tax practitioners, taxpayers, internal Treasury staff, and other governmental agencies. This position will interpret existing and proposed laws, policies, and procedures as they relate to direct business taxes and make recommendations regarding the implementation, while identifying affected processes/procedures. This will be the point of contact for all incoming litigation cases from the Direct Tax Policy Division and the Attorney General's office related to all supported business taxes, representing the Department of Treasury as a witness during court proceedings. Additionally, this position will be responsible for the most complex direct business tax informal conferences involving Corporate Income Tax (CIT) and the Michigan Business Tax (MBT); and will have primary responsibility on all Flow Through Entity (FTE) files. Tasks related to this position may deeply impact Treasury's mission of fair and efficient financial services, as it pertains to the over 250,000+ Michiganders with ties to direct business tax accounts.

**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**

Primary support and specialist for direct business taxes. Investigating, analyzing, and providing guidance on the most complex direct business tax inquiries, and serving as a liaison with tax related entities, tax practitioners, taxpayers, and internal Treasury staff, and other governmental agencies.

**Individual tasks related to the duty:**

- Serve as the specialist and subject matter expert for direct business tax types supported by the BTT Unit. This includes but is not limited to FTE, CIT and MBT.
- Maintain resource knowledge found in the Income Tax Act (281 of 1967), Revenue Act (122 of 1941), Promulgated Rules, Revenue Administrative Bulletins, Letter Rulings, Internal Revenue Code and its accompanying regulations, other federal and state laws and regulations and applicable court cases.
- Establish, administer, and evaluate programs to support direct business tax types supported by BTT Unit. This includes but is not limited to FTE, CIT and MBT.
- Design forms and serve as BTT's subject matter expert for annual direct business tax forms review.
- Analyze ongoing program operations and recommend modifications of policies and procedures to meet commitments more effectively.
- Act as a liaison with internal and external stakeholders on complex tax inquiries involving FTE, CIT and MBT. Includes but is not limited to responding to legislative statute-related interpretation inquiries, providing technical positions, and educating on direct business tax issues.
- Partner with work areas to address Department concerns related to direct business tax types.
- Meet with work areas to better understand direct business tax needs.
- Develop alternative strategies to address and resolve a variety of issues and problems related to direct business taxes.

**Duty 2**

**General Summary:**

**Percentage: 25**

Perform duties of unusual significance or importance to the Department as point of contact for all incoming litigation cases from the Direct Tax Policy Division and the Attorney General's office related to all supported business taxes. These taxes include Flow Through Entity (FTE), Corporate Income Tax (CIT), and the Michigan Business Tax (MBT).

**Individual tasks related to the duty:**

- Act as liaison between Business Taxes Technical Unit and Direct Tax Policy Division on all business tax related Tax Tribunal and Court of Claims litigation cases assigned by Direct Tax Policy Division.
- Act as liaison between Business Taxes Technical Unit and the Attorney General's office on all assigned Attorney General cases involving direct business tax.
- Investigate and analyze accounts, processing actions, and all other relevant Department material related to matters in litigation.
- Independent authority and responsibility to provide guidance, including but not limited to, identifying needed resources and/or applicable steps for resolution based on investigation and analysis.
- Prepare analysis of litigious issues and positions to be taken by the Department.
- Respond to interrogatories and prepare exhibits related to matters of direct business tax litigation.
- Represent the Department of Treasury as the Department's witness during court proceedings.

**Duty 3**

**General Summary:**

**Percentage: 25**

Responsible for the most complex direct business tax informal conferences involving Corporate Income Tax (CIT) and the Michigan Business Tax (MBT); and will have primary responsibility on all Flow Through Entity (FTE) files.

**Individual tasks related to the duty:**

- Investigate and analyze accounts, processing actions, and all other relevant Department material related to appeals on cases involving FTE, CIT and MBT.
- Use specialized knowledge, research findings and technical resources to determine the Department's position. Technical resources may include, but are not limited to, the Income Tax Act (281 of 1967), Revenue Act (122 of 1941), Promulgated Rules, Revenue Administrative Bulletins, Letter Rulings, Internal Revenue Code and its accompanying regulations, other federal and state laws and regulations and applicable court cases.
- Provide comprehensive/detailed documentation of analysis and technical resource citations that support Department decision.
- Defend the Department's position and interpretation before internal and external audiences on highly complex direct business tax subjects.
- Bridge the gap between complex Individual Income Tax (IIT) FTE cases and direct business tax FTE. This includes, but is not limited to, representing the Department of Treasury as a direct business tax expert during IIT Tech informal conferences (when requested), and providing requested analysis and related information to IIT Tech.
- Act as liaison between the Business Tax Division and IIT Tech to resolve FTE issues with hearings appeals.

**Duty 4**

**General Summary:****Percentage: 15**

Interpret existing and proposed laws, policies, and procedures as they relate to direct business taxes and make recommendations regarding the implementation, while identifying affected processes/procedures.

**Individual tasks related to the duty:**

- Research and interpret the impact of existing and proposed laws, policies and procedures; identify and highlight any need for amendment.
- Design, plan and coordinate methods of team review for proposed laws, policies, and procedures.
- Assess the social, economic, political, operational, and organizational implications of proposed laws, policies, procedures and program decisions, as they relate to direct business taxes.
- Identify and highlight potential effects to current processes/procedures, other Treasury teams, and internal/external stakeholders.
- Provide recommendations regarding effective and successful implementation.

**Duty 5****General Summary:****Percentage: 5**

Performs other duties as assigned.

**Individual tasks related to the duty:**

- Work to develop and maintain strong working relationships with designated areas.
- Plan and coordinate the training refreshers BTT delivers for the Customer Contact areas within the Business Tax Division.
- Assist/provide back up in the maintenance of unit metrics.
- Identify and conduct special projects and studies that support the Unit/Section/Division/Bureau/Department.
- Performs other duties as directed by the Unit Manager, Section/Division Director and/or Bureau Director.

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

This position makes independent recommendations and interpretations of laws, policies, and procedures. Also makes independent decisions and recommendations related to activities to support the Unit and partnering business areas. Works independently to analyze effectiveness of programs and implements solutions to improve the experience for internal and external stakeholders.

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

Supervisor approval is required if decisions have a widespread impact on other agencies, bureaus, or divisions. Taking unusual positions on hearing files, anything that may violate the Department's policies, and anything contrary to current practices must be reviewed by the manager. Decisions that may be precedent setting or politically sensitive.

**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.**

This individual must work at a desk for extended periods of time. This position requires most of the work to be done using a personal computer and telephone. The individual will, on occasion, communicate information to groups, attend conferences, workshops, or seminars regarding project updates and recommended measures to improve operational efficiency.

**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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?**

- Serve as primary support and specialist for direct business taxes. Investigating, analyzing, and providing guidance on the most complex direct business tax inquiries, and serving as a liaison with tax related entities, tax practitioners, taxpayers, and internal Treasury staff, and other governmental agencies.
- Perform duties of unusual significance or importance to the Department as point of contact for all incoming litigation cases from the Direct Tax Policy Division and the Attorney General's office related to all supported business taxes. These taxes include Flow Through Entity (FTE), Corporate Income Tax (CIT), and the Michigan Business Tax (MBT).
- Handle the most complex direct business tax informal conferences involving Corporate Income Tax (CIT) and the Michigan Business Tax (MBT).
- Primary responsibility on all FTE files.
- Provide interpretation of existing and proposed laws, policies, and procedures as they relate to direct business taxes and make recommendations regarding the implementation, while identifying affected processes/procedures.
- Performs other duties to support the Unit/Section/Division/Bureau/Department, as assigned.

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

New Position

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

The Tax Technical Section administers legal interpretations of Michigan Compiled Laws, Revenue Administrative Bulletins, Letter Rulings, Rules, and Statutes while providing superior customer service experiences by problem-solving complex taxability issues for all stakeholders.

This position will serve as the primary support and specialist for direct business taxes. Investigating, analyzing, and providing guidance on the most complex direct business tax inquiries, and serving as a liaison with tax related entities, tax practitioners, taxpayers, and internal Treasury staff, and other governmental agencies.

**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 Specialist 13 - 15**

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 operational and technical problems involved in the administration of a specialized program.
- Knowledge of the assigned program specialty. Administrative Assistant and Specialist: Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Knowledge of the need, preparation, and use of reports. Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknown and numerous contingency factors are involved.
- 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, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

FTINPRINT sub-class code. The position has access to Federal Tax Information (FTI).

Duties may involve use of personal vehicle.

**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

6/13/2025

\_\_\_\_\_  
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