

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTA

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) BUREAU OF FINANCIAL AND ACCOUNTING SERVICES (BFAS)
4. Civil Service Position Code Description Departmental Analyst-A	10. Division ACCOUNTING SERVICES DIVISION
5. Working Title (What the agency calls the position) DEPARTMENTAL ANALYST	11. Section
6. Name and Position Code Description of Direct Supervisor BLIESENER, STACEY L; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor NICHOLS, SUSAN R; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7285 PARSONS DRIVE, DIMONDALE, MI / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position serves as a recognized resource within the Accounting Services Division (ASD) of the Michigan Department of Treasury. The position is responsible for leading complex and high-impact division-wide projects and initiatives, exercising a high level of independent judgment, subject-matter expertise, and strategic insight. This position plays a critical role in ensuring compliance with internal controls, coordinating security access and governance, overseeing timekeeping and fiscal coordination, and supporting operational continuity through project leadership, risk management, and business process improvement.

The Analyst 12 serves as a technical consultant to ASD leadership, facilitates cross-functional collaboration, and develops policy and procedural recommendations in alignment with Treasury's enterprise-wide goals, including strategic planning, employee engagement, and continuous improvement initiatives. Additional duties may be assigned by ASD leadership or the Treasury Executive Office.

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

As the recognized resource, independently leads and manages complex, multi-faceted projects with division- and department-wide impact. Develops and implements comprehensive project plans, tracks progress, manages risks, and directs cross-functional teams to achieve strategic objectives. Oversees security access governance by reviewing, approving, and enforcing compliance with policies, data security standards, and internal controls. Collaborates with Treasury Privacy and Security offices and DTMB to identify and mitigate risks and ensure regulatory compliance. Continuously develops and enhances project management and security governance frameworks.

Individual tasks related to the duty:

- Lead the planning, execution, and evaluation of complex projects impacting multiple teams and divisions.
- Develop detailed project plans, including timelines, milestones, deliverables, and resource allocations.
- Monitor project progress, identify risks, and implement mitigation strategies to keep projects on track.
- Direct cross-functional teams and coordinate stakeholder engagement to ensure alignment and accountability.
- Review, approve, and document security access requests in accordance with departmental policies and standards.
- Collaborate with Treasury Privacy and Security offices, DTMB, and other partners to address compliance and security issues.
- Conduct audits and assessments of security controls related to project activities.
- Develop and maintain project management tools, tracking systems, and governance documentation.
- Recommend and implement improvements to project management methodologies and security protocols.

Duty 2

General Summary:

Percentage: 30

Provides operational leadership by managing resource coordination, office operations, and interdepartmental communication to support division-wide project and security functions. Leads reviews and continuous improvement of procedures to maintain alignment with evolving business requirements and regulatory frameworks. Acts as the senior liaison with budget, procurement, IT, facilities management, and records management units to optimize resource use and ensure operational continuity. Oversees timekeeping compliance and manages complex administrative challenges requiring independent judgment.

Individual tasks related to the duty:

- Manage resource planning and coordination to support project and security objectives.
- Serve as senior liaison with budget, procurement, IT, facilities, and records management teams.
- Lead procedural reviews and updates to ensure compliance and operational efficiency.
- Oversee the division's timekeeping system, ensuring accurate tracking and policy adherence.
- Coordinate communications and workflow between ASD, other Treasury divisions, and external partners.
- Address and resolve complex administrative issues involving multiple stakeholders.
- Manage office space utilization, building operations, and supplies procurement in alignment with budgetary guidelines.

Maintain compliance with records retention and internal controls related to administrative functions.

Duty 3

General Summary:

Percentage: 10

Drives continuous improvement and strategic planning initiatives within the Accounting Services Division. Prepares high-level reports and presentations for senior leadership and participates in or leads special projects to enhance division effectiveness. Provides technical guidance, mentorship, and policy recommendations to support division-wide workflow and operational enhancements.

Individual tasks related to the duty:

- Lead or participate in strategic planning and organizational development activities.
- Prepare detailed reports, analyses, and presentations for senior leadership.
- Serve as project lead or team member on special initiatives that align with Treasury's mission.
- Provide guidance and mentorship to other analysts and staff to build capacity and expertise.
- Recommend changes to policies, procedures, and workflows to improve efficiency and effectiveness.
- Monitor and evaluate the impact of organizational development initiatives and make adjustments 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.

This position exercises independent discretion and expert judgment in managing projects, security governance, and operational issues that have significant division-wide impact. The Analyst establishes priorities, sets strategic direction for initiatives, and determines appropriate interpretations of policies and necessary procedural changes. Serving as a trusted advisor to ASD leadership, the Analyst influences key decisions related to resource allocation, risk management, and compliance strategies.

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

Supervisory input is required for policy decisions or operational changes that affect multiple divisions or require executive-level approval. Complex security incidents or risk exposures that exceed established controls also necessitate supervisor review. Additionally, strategic initiatives involving substantial budget, personnel, or operational changes must be reviewed and approved by supervisory or executive management.

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 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.

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?

Provides leadership, as recognized resource, in managing complex division-wide projects and ensuring compliance with security access protocols. Analyzes and improves operational procedures to support ASD's strategic goals. Requires strong organizational skills, discretion with sensitive information, and collaboration with cross-functional teams and external partners. Drives continuous improvement and supports executive initiatives.

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 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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience**Departmental Analyst 9 - 12**

Educational 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:

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

7/9/2025

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