

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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor COUSINEAU, ALEX R; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MARTIN, RIC; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3111 W. Saint Joseph Street, Lansing, MI 48917 / 8:00 a.m. – 5:00 p.m., Monday – Friday
14. General Summary of Function/Purpose of Position This position is responsible for overseeing financial and data management responsibilities for the Building Operations Division (BOD). This person will be the liaison for the Capital Outlay process and will serve as BOD's main representative regarding Capital Outlay and financial measures. This person will review and analyze financial and facility-related information including inventory and procurement activity, work order data, and asset management records to report to management. This position will collect, collate, and disseminate data to prepare and report division metrics.	

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: 55**

Capital Outlay and Financial Management

Individual tasks related to the duty:

- Develop and maintain the Capital Outlay database to store and evaluate Capital Outlay data
- Analyze Capital Outlay requests, determine feasibility, and prioritize projects in coordination with BOD's Building and Project Assessor Specialist
- Serve as liaison for all DTMB Capital Outlay procedures
- Design all Maintenance Operating Projects (MOP) and work orders for BOD
- Collect, consolidate, and disseminate data to prepare annual Capital Outlay submissions within all established deadlines
- Analyze current budgeting procedures and recommend changes to improve the strategies for funding requests
- Act as liaison with DTMB Financial Services to review and update financial reports to provide recommendations
- Act as liaison with DTMB Budget Office in finalizing Capital Outlay requests and drafting proposals for change (PFC) and current services baseline (CSB) requests
- Research industry best practices and develop program change recommendation reports
- Develop and distribute customer and stakeholder communication
- Ensure program compliance with all applicable State and Federal standards
- Facilitate and participate in Capital Outlay meetings

Duty 2

General Summary: **Percentage: 35**

Pecuniary Data Management

Individual tasks related to the duty:

- Evaluate Capital Outlay data, create reports and metrics, and report results to management
- Create data queries and provide relevant reports to SSD and BOD Region Management
- Serve as administrator of the Mi Centralized Property Resource (MiCPR) project
- Use and maintain the MiCPR dashboard/database
- Coordinate with outside agency designees to collect and maintain agency MiCPR data
- Continuously monitor/evaluate the user experience by seeking customer input through user meetings and other methods for the purpose of developing and implementing process improvements
- Facilitate metric meetings and serve as primary metric contact for SFA
- Coordinate and maintain Facility Project Network

Duty 3

General Summary: **Percentage: 10**

Other duties as assigned

Individual tasks related to the duty:

- Analyze current policies and make recommendations to management to edit or create new policies
- Act as liaison for SFA's pecuniary portions of the DTMB Service Catalog, Service Delivery strategic goal and DTMB Administrative Guide
- Evaluate new legislation to ensure proper compliance and answer related questions for pecuniary staff
- Other duties as assigned
- Maintain SFA pecuniary policies

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

Independent decisions and personal initiative necessary to determine parking and tenant priorities and coordination of response actions.

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

Spending decisions on project issues that do not fall within the scope of the project. When further guidance or information is required/desired before exercising personal judgment.

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.

Normal office environment, considerable time on the telephone and use of a computer. Sitting, standing, walking, minor lifting. Some daytime travel may be required.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | 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?

Oversite of pecuniary duties for SFA

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

Activating position.

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

Special Program Resources provides services to the divisions under SFA to provide assistance and support in a consolidated and consistent manner. This position provides essential pecuniary assistance on all financial planning matters.

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

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:

- Knowledge of the principles and practices of research and analysis.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.
- Ability to organize, evaluate, and present information effectively.
- Knowledge of parking rules, regulations, policies and procedures.

Ability to use discretion in the use of sensitive data.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

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.

NA

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

MICHAELA FABUS-MAIN

6/5/2026

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