

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTE

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) Financial Services
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Operations
5. Working Title (What the agency calls the position) Departmental Analyst 9-11	11. Section Statewide Procurement Card and Administrative Services
6. Name and Position Code Description of Direct Supervisor STANSFIELD, MARSHA K; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor WILKE, LACEY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 320 S WALNUT ST; LANSING, MI 48933 / 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This position is responsible for the analysis, development, implementation, and oversight of travel-related policies and procedures within the Department of Technology, Management & Budget (DTMB) Financial Services. This position will create, maintain and review materials related to communication strategies, training plans, policies/procedures and other analysis and administrative tasks while ensuring compliance with the State's Standardized Travel Regulations (STR), SIGMA processes, and DTMB-specific travel guidelines. This position represents DTMB in statewide meetings, facilitates town hall meetings and participates in focus groups, and recommends and leads process improvement and training initiatives. Reviews, prepares, analyzes, and submits legislatively required financial reports to both department management and the state legislature. This analyst serves as the primary subject matter expert for DTMB Travel, providing guidance and consultation to DTMB staff and supported customer agencies including Civil Rights, Civil Service, DMVA, Veteran's Homes, and the Governor's 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: 50

Responsible for coordinating DTMB travel operations, including the development, implementation, and continuous improvement of DTMB travel guidelines, policies, and procedures to ensure compliance with DTMB standards and applicable regulatory requirements. Reviews, prepares, analyzes, and submit legislative required financial reports to department management and the state legislature.

Individual tasks related to the duty:

- Reviews legislative requirements and extracts necessary data
- compiles and prepares reports to meet legislative specifications and reconciles them with various data sources
- Analyzes reports to identify trends and issues, informs department management of findings, and submits final reports within required timeframe.
- Ensures all legislative reporting is completed accurately and timely, and that the unit's policies and procedures affecting all DTMB are current and in compliance.
- Oversee the Legislative Out-of-State Travel Report in accordance with Public Act 431 of 1984, including compiling, analyzing, and interpreting travel data to ensure accurate and timely reporting.
- Develops, revises, and maintains department policies and procedures while remaining in compliance with the state-wide policies, procedures and internal controls and IRS regulations.
- Analyze and interpret the State Administrative Guide (Section 400 – Vehicle & Travel), State's Standardized Travel Regulations, and DTMB Administrative Policies to ensure accurate application and compliance within DTMB operations.
- Analyze travel exception requests, unused ticket reports, and tax classification data to ensure policy compliance, maximize cost recovery, and support accurate tax reporting in alignment with DTMB and IRS requirements.
- Responsible for assisting with state-wide program updates as related to employee reimbursement and ensure all DTMB needs are met and all updates are in compliance with all applicable laws, rules and regulations.
- Serve as the subject matter expert for DTMB travel documentation and policy, including ownership of the DTMB-0031 form, development and maintenance of DTMB-specific travel rules, and interpretation of travel regulations in accordance with Civil Service rules, financial procedures, union contracts, and statewide policies to ensure compliance and operational consistency.
- Implement and maintain DTMB-specific travel rules and procedures based on statewide travel regulations and internal policy requirements.
- Lead the creation, maintenance, and distribution of DTMB's comprehensive Travel Guidelines, ensuring alignment with current laws, policies, and operational needs.
- Act as the primary liaison to DTMB travel coordinators, providing consistent communication and updates on travel policy changes and procedural guidance.
- Collaborate with the DTMB Director's Office to review and process out-of-state travel requests requiring executive approval, ensuring alignment with statutory and departmental requirements.
- Represent DTMB in statewide Travel Coordinator meetings, contributing subject matter expertise and recommending improvements to statewide travel processes.
- Serve as DTMB's subject matter expert in grievance arbitrations involving travel and reimbursement disputes, providing policy interpretation and documentation.
- Build and maintain collaborative relationships with key stakeholders including the SIGMA Helpdesk, Office of Financial Management (OFM), Vehicle Travel Services (VTS), the State's contracted travel agency, and Human Resources to ensure coordinated and efficient travel operations.

Duty 2**General Summary:****Percentage: 35**

Design and deliver comprehensive training programs for DTMB employees on the State's Standardized Travel Regulations and DTMB-specific travel policies to promote consistent understanding and application across the department. Oversee SIGMA expense claim processing to ensure accuracy, policy compliance, and timely resolution of system-related issues.

Individual tasks related to the duty:

- Serves as the department expert on travel and expense reimbursement policies and procedures.
- Analyze employee reimbursement claims in relation to Travel Card transactions to identify and prevent potential duplicate reimbursements or misuse. Ensure internal controls are followed to mitigate fraud risk and verify that expenses charged to the Travel Card are not also submitted for personal reimbursement.
- Apply in-depth knowledge of collective bargaining agreements to ensure union-related travel and reimbursement claims are reviewed and processed in full compliance with applicable contract provisions. Collaborate with Human Resources to resolve complex issues, verify contract interpretations, and address policy concerns. Coordinate with the Director of Human Resources on reimbursement requests related to professional licensing requirements necessary for employees to fulfill their job responsibilities.
- Analyze post-audit findings and manage draft travel claims to ensure timely, accurate processing, implement corrective actions, and prevent duplication
- Analyze employee mileage reimbursement requests to identify cost-efficiency opportunities and collaborate with DTMB leadership to present recommendations that support the statewide fleet management and budgetary goals.
- Monitor SIGMA workflow for all pending expense claim reimbursement requests to facilitate timely review and approval.
- Manage the year-end expense claim reimbursement process by analyzing SIGMA Business Intelligence reports, monitoring outstanding claims, and coordinating with staff to ensure all reimbursements are accurately processed or resolved within established fiscal year deadlines and in compliance with financial reporting requirements.

Duty 3**General Summary:****Percentage: 10**

Responsible for oversight and coordination of the Travel Card program for DTMB, Civil Rights, Veteran's Homes, and MSHDA to ensure compliance with statewide travel policies, monitoring usage for accuracy and appropriateness, and providing guidance and support to agency staff to ensure proper administration and reconciliation of Travel Card transactions.

Individual tasks related to the duty:

- Serves as first point of contact for cardholders and supervisors during the Transaction Detail Report reconciling process; including travel related questions, receipts and documentation.
- Coordinate and reconcile Travel Card Transaction Detail Reports to ensure transactions are made in compliance with all rules, regulations and directives governing the Statewide Procurement Card Program.
- Monitor, track, and ensure Transaction Detail Reports are received back timely and accurately.
- Communicate with cardholders and supervisors on past due Transaction Detail Reports, transactions in conflict with the Statewide or department Travel Card rules and/or receipts are missing.
- Makes necessary changes to accounting on PRCCs in SIGMA in accordance with the Statewide Procurement Card Program pre-established schedule cycle dates.

Duty 4**General Summary:****Percentage: 5**

Special projects and other duties as assigned

Individual tasks related to the duty:

- Ensure reviews are completed annually of internal operating procedures. Update as needed.
- Participate on Financial Services teams and projects as requested.
- Participate in Statewide work groups to discuss program issues and system improvements.

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

Independent decisions include interrupting the State's Standardized Travel Regulations and applying it to Expense Claims and questions. All of DTMB employees and Accounting Service Center customers who have Expense Claims could be impacted by these decisions.

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

Permanent changes to DTMB's Travel Guidelines would require a supervisor's review.

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.

Standard office job, some moving and lifting of file folders and binders. Long hours of sitting and typing.

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?

The essential function of this position is to serve as DTMB's Travel Coordinator and ensure that Expense Claims for DTMB and Accounting Service customers are processed in accordance with State Administrative Guides Section 400 Vehicle & Travel, State's Standardized Travel Regulations and DTMB Administrative Policies.

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

New.

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

The Operations Division provides reliable, accurate, and timely financial services in the following areas: procurement, IT procurement, accounts payable, contract management, statewide procurement card administration, expense claims, computer access security, department vehicle liaison, MiPrint coordination, EUC, and wireless coordinator. This position provides support to DTMB as its Travel Coordinator ensuring that Expense Claims are processed accurately and timely.

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:

Strong analytical skills to build queries and interpret data.

Knowledge of State's Standardized Travel Regulations, DTMB Travel Guidelines and Union Agreements.

Knowledge of rules governing Travel Cards.

Ability to communicate effectively.

Ability to explain instructions and guidelines to others effectively.

Ability to coordinate work and determine priorities.

Understanding and application of strong internal controls.

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

1/15/2026

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