

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. SENPLEXCB36N

## 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>  DEPT OF INS AND FIN SERVICE
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b>  
<b>4. Civil Service Position Code Description</b>  Senior Policy Executive 18	<b>10. Division</b>  Office of Financial and Administrative Services
<b>5. Working Title (What the agency calls the position)</b>  Director	<b>11. Section</b>  
<b>6. Name and Position Code Description of Direct Supervisor</b>  GYGER, KARIN; SENIOR CHIEF DEPUTY DIRECTOR 21	<b>12. Unit</b>  
<b>7. Name and Position Code Description of Second Level Supervisor</b>  FOX, ANITA; DIRECTOR A	<b>13. Work Location (City and Address)/Hours of Work</b>  530 W. ALLEGAN ST., LANSING, MI 48933 / 8:00 a.m. - 5:00 p.m.
<b>14. General Summary of Function/Purpose of Position</b>  Responsibilities include the department's budget, accounting, information technology, procurement, and contract administration processes. The position serves as the department's chief budget, finance, and administrative officer and is responsible for fiscal control and compliance with all state and federal administrative requirements.	

**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**

Manage and direct the accounting activities for the Department of Insurance & Financial Services in accordance with statutory requirements and the department's policies and procedures. Evaluate existing systems and processes for improvements to assure internal controls and security of financial information.

**Individual tasks related to the duty:**

- Responsible for development, operation, and maintenance of all accounting operations, systems and procedures for the department.
- Ensure all transactions are prepared and recorded in accordance with established governmental accounting principles.
- Direct and oversee year-end closing activities and coordinate all necessary functions. Monitor work project accounts.
- Oversee financial reporting for the department.
- Review account allotments and expenditures to insure that sufficient funds or allocations are available to cover anticipated expenditures.

**Duty 2**

**General Summary:** **Percentage: 30**

Manage and direct Department of Insurance & Financial Services budget process, including formulating internal documentation and presenting annual budget to the legislature. Represent the department in the Executive Branch and Legislative Branch budget process and attend legislative hearings. Coordinate and present the department's responses to the House and Senate Appropriation Committee inquiries.

**Individual tasks related to the duty:**

- Develop timetables, gather budget request data from department managers and organize data into the department-wide budget for submission to the Department of Management and Budget. Make recommendations as to impacts and strategies available to the department. Budget activities consist of preparation and monitoring of the department's allotments of appropriated funds. Interpretation of Executive and Legislative budget recommendations and analysis of fiscal impacts on current and future operations of the department.
- Monitor financial analysis of expenditures to include the comparison to established budget and available resources. Review monthly reports summarizing expenditures and revenue data for all appropriation accounts and for financial impact and projected requirements to year-end. Appropriately allocate resources by program.
- Provide guidance to staff relative to budgets, revenue, and expenditure reports. Prepare requests for legislative appropriation transfers and supplemental appropriations.

**Duty 3**

**General Summary:** **Percentage: 30**

Manage and direct the department's information technology activities, procurement processes, including Just-In-Time acquisitions, credit card programs, lease contracts, and contractual service agreements.

**Individual tasks related to the duty:**

- Direct and oversee information technology activities
- Direct, oversee, and approve all purchases and contracts within delegated authority to ensure that the department is in compliance with DTMB's administrative requirements. Verify funding for purchase requests.
- Provide guidance to staff relative to department's purchase and contract processes.

**Duty 4**

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

Coordinate the department's internal control evaluation required by State Internal and Administrative Control procedures. Direct and coordinate associated reports for the Director, Internal Auditor, and the Department of Technology, Management and Budget.

**Individual tasks related to the duty:**

Assist in development and preparation of the department's risk assessment for the department. Assist in developing tools and conducting internal control evaluations for analysis of the department's environment, systems, and processes.

**Duty 5**

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

Undertake or direct other special assignments.

**Individual tasks related to the duty:**

- Special projects
- Special studies

**Duty 6**

**General Summary:**

**Percentage: 0**

N/A

**Individual tasks related to the duty:**

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

All decisions relating to budgeting, accounting, and purchasing for the department including disbursements, appropriation activity, work project accounting, fixed assets activity, and revenue and expenditure forecasting. Decisions related to budget and accounting are not typically based on specific guidelines and have statewide and department impact.

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

Guidance is required in matters of significant external interests or publicity. Consultation is required on complex issues that may necessitate discussion to properly solve problems.

**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.**

Desk work with computer applications, attend outside meetings, with other departments or the legislature.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
LOCKHART, JILL M	STATE ADMINISTRATIVE MANAGER-1 15	SAGE, KAREN S	STATE ADMINISTRATIVE MANAGER-1 15
TOROK, MATTHEW	STATE ADMINISTRATIVE MANAGER-1 15	BRINSTOOL, TRAVIS	FINANCIAL SPECIALIST-2 13
LANE, DIANE	SENIOR EXEC MGT ASST-2 11	LAVERICK, JESSICA	DEPARTMENTAL ANALYST-A 12

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

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

The essential functions are those as described under General Summary of Function/Purpose of Position (#14).

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

Updating PD in advance of filling vacancy.

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

This position directs the financial activities assigned within the office of Financial and Administrative Services. (See Items #14 and 15) for Insurance and Financial Services.

**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:**

**Senior Policy Executive 18**

Two years of professional experience as a manager or program/staff specialist or equivalent experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

A thorough knowledge of accounting principles, methods, practices and terminology along with a work knowledge of the state's financial management systems. Ability to communicate and present ideas effectively both orally and in writing. Comprehensive working knowledge of the department and the State of Michigan's financial operations and programs. Knowledge of the legislative process and state and federal law as they relate to department and its programs.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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.

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

\_\_\_\_\_  
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