

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DPTLTCHEI10R

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 BUREAU OF STATE LOTTERY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan State Lottery
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Charitable Gaming
5. Working Title (What the agency calls the position) Financial Technician	11. Section
6. Name and Position Code Description of Direct Supervisor PANETTA, MARY; STATE ADMINISTRATIVE MANAGER	12. Unit Gaming
7. Name and Position Code Description of Second Level Supervisor WELLS, RONALD K; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 101 E. Hillsdale Lansing, MI / Monday - Friday; 7:45 am - 4:45 pm

14. General Summary of Function/Purpose of Position

The Charitable Gaming Division is responsible for enforcing state laws and administrative rules governing non-profit gambling activities in Michigan. This position is responsible for reviewing and evaluating financial statements, performing data entry and ensuring the integrity of the financial information submitted. This position also assists with processing applications, scanning documents into the electronic workflow system and serves as back-up to the division receptionist.

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: 40

Ensure financial statement data integrity.

Individual tasks related to the duty:

- Perform data entry and oversee the data entry of financial statements ensuring information is correct.
- Analyze financial data to determine if there needs to be further communication with the licensee; if so, writes correspondence requesting needed information; review licensee response and determine if the issue is resolved or if further communication with the licensee is required; the process is repeated until the issue is resolved.
- Analyze financial data submitted; determine if data appears fraudulent.
- If it is determined data may be fraudulent, forward to appropriate supervisor.

Duty 2

General Summary:

Percentage: 20

Provide program information, documents, and instructions to the public.

Individual tasks related to the duty:

- Interpret the Bingo Act, rules, regulations, policies, directives, etc. to provide information to the general public regarding information such as the qualification requirements for non-profit organizations to obtain licenses to conduct gambling events.
- Provide technical assistance and guidance to the general public, legislative staff, attorneys, law enforcement officials, etc.
- Mail licenses and additional information letters.
- Prepare license packets.
- Provide back-up phone coverage as needed.

Duty 3

General Summary:

Percentage: 20

Scanning documents into electronic workflow.

Individual tasks related to the duty:

- Prepare and scan documents into electronic workflow and assist with processing additional information letters.
- Review scanned documents for clarity and accuracy.
- Analyze barcodes on incoming documents to determine if readable

Duty 4

General Summary:

Percentage: 10

Assist in processing applications ensuring data integrity; manifest and reconcile incoming checks and serve as backup to the division secretary.

Individual tasks related to the duty:

- Assist with data entry of applications and associated data into database.
- Manifest and reconcile checks and cash received into Great Plains program.
- Perform the duties of the division receptionist in their absence.

Duty 5

General Summary:

Percentage: 10

Perform other duties as assigned to contribute to the overall operation of the Michigan State Lottery.

Individual tasks related to the duty:

- Assist division staff and provide back-up as directed by unit manager.

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

Analyze financial statements submitted and if it is determined that fraud may have been committed, escalate the document to appropriate supervisor. Analyze financial statements and determine when and if they can be deleted or changed, or if follow-up correspondence needs to be written. Provide interpretation of the Bingo Act, rules, directives, and policies to legislative offices, law enforcement officials, complainants, attorneys, licensees and the general public relating to charitable

gaming. Determine the priority of work to meet deadlines and complete assignments in a timely manner. These decisions can affect the scheduling and/or completion of work for others.

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

Supervisory assistance is required when an unprecedented situation arises or when a management decision must be made for which there is not a written or understood policy. Work is performed on an independent basis within parameters and direction previously provided by division 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.

Work is performed in a standard office with extensive computer usage and lifting less than 25 lbs. Will require travel occasionally. Able to work under tight deadlines and manage multiple projects. This position may require work outside of normal business hours.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

This position is properly described in the preceding pages.

23. What are the essential functions of this position?

The Charitable Gaming Division is responsible for enforcing state laws and administrative rules governing non-profit gambling activities in Michigan. This position is responsible for reviewing and evaluating financial statements, performing data entry and ensuring the integrity of the financial information submitted. This position also assists with processing applications, scanning documents into the electronic workflow system and serves as back-up to the division receptionist.

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

Update due to removal of tasks from duty 1, addition of tasks to duty 2, and removal of tasks from duty 3.

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

The Gaming Unit coordinates the development and implementation of all information functions for the Charitable Gaming Division, as well as program and technical support for the administration of the division. This position is key to ensure financial statements are entered pursuant to the Bingo Act, administrative rules, and division policy; ensuring data integrity; analyzing data to find anything fraudulent; training and educating licensees to ensure they comply with the Bingo Act and administrative rules. This position has the responsibility of ensuring documents are scanned and routed to the correct staff; failure of this process could cause work stoppage of all division staff.

The Michigan State Lottery strives to maximize net revenues to supplement state education programs; to provide fun and entertaining games of chance, and to operate all games and bureau functions with nothing less than total integrity. The

Lottery was established under the authority of Public Act 239 of 1972 to generate funds to support Michigan's public-school system.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to interpret and apply complex rules, regulations, policies and procedures.

Ability to analyze and assess services and operations for quality, effectiveness and make recommendations for improvements.

**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.

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