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|  |  | |  |  | | --- | --- | | |  | | --- | | 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)** | |  | Tax Administration Services Bureau | | **4. Civil Service Position Code Description** | **10. Division** | | Departmental Analyst Trainee-E | Special Taxes Division | | **5. Working Title (What the agency calls the position)** | **11. Section** | | BUSINESS PROCESS AND SYSTEMS ANALYST | Tobacco/Misc.Taxes and Fees | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | LITTLEJOHN, ANGELA N; STATE DIVISION ADMINISTRATOR |  | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | LONBERGER, SCOTT; STATE BUREAU ADMINISTRATOR | OPERATIONS CENTER 7285 PARSONS DR, DIMONDALE, MI  8:00 AM – 5:00 PM MONDAY THROUGH FRIDAY | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | The Special Taxes Division is responsible for the administration of the Michigan tax statutes governing motor fuel tax, tobacco tax, severance tax (oil and gas), the International Fuel Tax Agreement, Airport Parking, Bottle Deposit, Convention Facility, Health Insurance Claims Assessment Act (HICA), Insurance Provider Assessment (IPA), State 911 County Payments, State Real Estate Transfer Tax (SRETT) and the Master Settlement Agreement (MSA). This position is:  (1) Responsible for supporting the Special Taxes Division by overseeing business processes and systems used in these areas.  (2) Responsible for creating and maintaining ad-hoc reports and provide data analysis for the Special Taxes Division.  (3) Responsible for handling FOIA requests, and ICE and Keylight reviews.  (4) Serve as team leader in business and system improvement projects. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **45** | | Position will serve as the primary contact for supporting the Special Taxes Division and overseeing business processes and systems used in these areas. Serve as a liaison to other departments and vendors related to system support and information data provided by these systems. Position will develop and update testing and training material. | | | | **Individual tasks related to the duty:** |  |  | | * Primary contact with Department of Technology, Management and Budget (DTMB), vendors, and other Departmental staff. * Development testing materials and documentation. Update documentation as necessary and recommend changes. * Responsible for Special Taxes Division programs regarding development, maintenance and enhancements of division systems. * Coordinate and test upgrades to Special Taxes information systems and analyze the ongoing impact to the program areas. * Document testing results in accordance with project standards and develop reports to provide to management on testing results. * Establish, maintain and update training material for Special Taxes Division. * Develop and conduct training sessions.  Identify gaps in training and adjust training accordingly. * Develop and distribute communications to Special Taxes staff related to changes in training material and job aides. * Assist managers with the development and maintenance of separate training materials for departmental technicians and supervisors. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **25** | | Responsible for creating and maintaining queries and reports and providing data analysis for the Special Taxes Division. Provide management with, and assist management and other Division staff, in obtaining accurate data and related reports. Analyze system data to identify process improvement and service options. | | | | **Individual tasks related to the duty:** |  |  | | * Develop basic queries and related reports using the various systems used in Special Taxes Division. Provide analysis of all system data, prepare and recommend changes to policies and procedures to increase service effectiveness and efficiency. * Analyze system data to identify process improvement options. * Identify system processing concerns through research and by compiling metrics.  Work with DTMB and/or the vendor to provide recommendations to resolve the issue(s). * Attend conferences and training sessions to obtain the most up to date data collection and analysis strategies. * Develop basic templates, matrixes, and other aides; provide consultation and support to Special Taxes supervisors and managers regarding system processing of Special Taxes returns, payments, licenses and discrepancies. * Define and implement metric reporting as determined by management; analyze on a regular basis. * Provide system demonstrations as needed.  Evaluate system related business and process decisions. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **15** | | Assist and coordinate the workflow of special projects. Review and analyze the impacts to the Division of new legislation or policy changes.  Perform other functions as needed to contribute to the overall operation of the Department of Treasury and the Special Taxes Division. | | | | **Individual tasks related to the duty:** |  |  | | * Analyze information system, revenue, and customer service impacts of new legislation or policy changes. * Research complex tax and financial issues for taxes administered by Special Taxes. * Complete work independently and assist management with special projects and assignments to meet the goals and objectives of the Division. * Compile, analyze, research and prepare written communications. * Research and analyze legal authority, rules, regulations, and standards and apply these standards to Special Taxes’ internal processes to assist in development of best practices for processing. * Represent Special Taxes and present information as necessary at conferences and events. * Research and compile data for informal conferences with the Hearings Division and for litigation purposes. * Interprets existing and proposed laws, polies, and procedures as they relate to program areas in Special Taxes. * Conduct special studies and surveys to assist in planning, implementing and evaluating programs and processes within Special Taxes. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | This position will serve as a user access manager, handle FOIA requests, and ICE and Keylight reviews for the Special Taxes Division.  Serve as the Special Taxes Security and audit review point of contact. | | | | **Individual tasks related to the duty:** |  |  | | * Serve as access rights manager and grant access based on standards. * Monitor Special Taxes employee access and ensure access is related to work duties. * Prepare and validate the annual or bi-annual Risk Control and Monitoring Components (RCAM) for the Internal Control Evaluation (ICE) and Keylight (System Security Assessment) reviews of systems in Special Taxes. * Annually review the entire Division’s user access rights, hours of operation, and other security attributes, analyze against their job duties. * Review compensating controls reports of daily transactions done by DTMB personnel, vendors and privileged users, and document non-standard transactions.  Analyze the compensating control reports against each staff person’s job duties. * Coordinate employee access rights and security paperwork with on/off boarding Analyst. * Review vendor SOC reports annually. * Review audits for accuracy and completeness before processing in system. | | | | **Duty 5** | | | | **General Summary:** | **Percentage:** | **5** | | Other duties as assigned by manager | | | | **Individual tasks related to the duty:** |  |  | | * Other duties as assigned by manager. | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes. | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | The incumbent must perform the tasks accurately. Research must be meticulous; all alternatives must be presented without bias; specifications must be developed with attention to detail; software program assessment must follow structured techniques; testing must be thorough; implementation coordination must be well planned. The most important duty, however, is to communicate with the user, both listening and lending professional advice. The second most important duty lies in the task of software program assessment and testing and ensuring quality and integrity of data are maintained. Includes all requirements listed in Section 18 of this PD. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | This is a new position. | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | Administration of the Michigan statutes governing, motor fuel tax, tobacco tax, severance tax (oil and gas), the International Fuel Tax Agreement, Airport Parking, Bottle Deposit, Convention Facility, Health Insurance Claims Assessment Act (HICA), State 911 County Payments, State Real Estate Transfer Tax (SRETT) and the Master Settlement Agreement (MSA). This includes processing license applications, stamp orders, tax returns and issuing refunds and assessments.  This position is the professional analyst responsible for the maintenance, enhancement and evaluation of division programs. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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.  **Education and Experience for Departmental Analyst (Departmental Trainee) 9 (FOR CLASSIFIED STATE EMPLOYEES ONLY)**  **Education** Educational level typically acquired through completion of high school.  **Experience** Four years of experience as an advanced 9-level worker in an ECP Group One classification.  OR  Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.  OR  Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.  OR  Two years of experience as a first-line supervisor in an ECP Group Three classification.  OR  One year of experience as a second-line supervisor in an ECP Group Three classification.  \*Paraprofessional classifications are those requiring an associate's degree or two years of college.    Educational Substitution College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | * Knowledge of database query tools, Microsoft office tools and operating systems. * Knowledge of electronic file formats, such as XML, Excel, and CSV. * Ability to recognize, gather, assemble, correlate and analyze facts; draw conclusions; define problems; devise solutions and alternatives. Research and investigate the application of various software programs available to meet the Special Taxes Division needs. * Ability to communicate effectively with others; particularly technical terminology at a level appropriate to the audience. Ability to establish and maintain effective relations with program users. * Ability to interpret laws, rules and regulations related to their work. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | FTINPRINT sub-class code. The position has access to Federal Tax Information (FTI). | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None. | |  | |  |  |  | | | |  |
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