State of Michigan
Civil Service Commission

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

Position Code

1. DEPTALTAK55Y

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** TREASURY CENTRAL PAYROLL
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Tax Administration Services Bureau
4. Civil Service Position Code Description Departmental Analyst-A	**10. Division** Business Taxes Division
5. Working Title (What the agency calls the position) Departmental Analyst 12	**11. Section**
6. Name and Position Code Description of Direct Supervisor COLIZZI-MCCRUMB, ANGELIQUE; DEPARTMENTAL MANAGER	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor PHINNEY, TAMRA; STATE ADMINISTRATIVE MANAGER	**13. Work Location (City and Address)/Hours of Work** Operations Center, Dimondale, MI Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

The Tax Administration Services Bureau is responsible for collecting and administering a variety of taxes in accordance with applicable laws and Department guidelines. This position serves as a business taxes analyst and is involved with training, system revisions, new systems, and compiling the most complex reports within the Bureau and Department.

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**

Identify, define and oversee changes and improvements to the tax on-line systems. Thoroughly test to ensure changes are made according to defined requirements.

Individual tasks related to the duty:

- This individual is responsible for acting as liaison with project leader, system analysts, and programmers to thoroughly define requirements for changes needed, thoroughly define test conditions, and review test results to assure changes are made as specified.
- Individual is responsible for identifying and implementing complex changes to the on-line tax administration systems for new technologies.

Duty 2

General Summary: **Percentage:** **25**

Determine the need to run and analyze the most complex ad hoc reports relating to business taxes.

Individual tasks related to the duty:

- Based on the analyst's reports and recommendations, decisions may be made as to direction, technology to employ, implementation strategies, status of current implementation, or resolutions to problems.
- This individual independently, or as requested, determines the needs and requirements for ad hoc reports and analysis of reports needed for new technologies and new or pending legislation.

Duty 3

General Summary: **Percentage:** **20**

Develop and conduct training on on-line system changes. Develop and distribute instructions for processing exceptions or errors; responding to taxpayer calls, correspondence and Web contacts. Make presentations to external customers.

Individual tasks related to the duty:

- Individual establishes, develops, schedules, and conducts training for all staff impacted by on-line system changes and changes in processes or procedures required for new technologies and new legislation. Staff includes clerical, paraprofessional, supervisory, professional, managerial, and administrative staff, both in the Bureau, as well as external customers (i.e., tax professional groups).
- Subject matter covered in this training is highly technical and pertains to the complex changes made to the on-line system, as well as general taxation.

Duty 4

General Summary: **Percentage:** **10**

Oversee and direct the most complex special projects and assignments. Provide input and feedback for changes to forms, guidelines and procedures.

Individual tasks related to the duty:

- Oversees completion of project and is responsible for finished product.
- This position is responsible for directing or performing the most complex special projects and assisting the Division's management staff in developing new projects when considering or implementing new technologies or new or evaluating pending legislation.
- This position is responsible for implementing new projects that involve extensive research and analysis.
- This position assigns duties related to the project.
- Liaison with other Divisions as necessary.
- Attend conferences and meetings.
- Other duties as assigned.

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

Prioritizing issues, activities, research and analysis related to carrying out assignments provided by Manager. This would include analysis of statutes to make sure Division and Bureau-wide programs, forms and systems are accurate and being administered as efficiently as possible. The employee in this position will independently make decisions regarding the format of procedures and documents, and the data element requirements for generating ad hoc reports. Decisions related to the appropriate technique to use when training that will affect the Division's staff and indirectly taxpayers. Decisions related to the formatting of documents that will affect Treasury staff, taxpayers, and the general public.

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

Decisions that affect the policies and procedures of the Division, Bureau and/or the Department. Decisions related to unusual situations that do not have guidelines for the correct procedure to use. Interpretation of new legislation and the impact on existing processes.

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.

The individual must work at a desk for extended periods with substantial work performed on a computer.

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 duties of this position are to serve as a business taxes analyst involved with training, system revisions, new systems, and compiling the most complex reports within the Division, Bureau and Department.

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

No changes.

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

Functions of this work area are to perform analytical duties in the development of procedures, training materials, forms, instructions and guidelines. Functions also exist to provide training, develop forms, guidelines and procedures related to the various Business Tax Division processes.

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 12
Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have analytical skills and the ability to organize, evaluate and present information effectively; knowledge and understanding of Michigan's sales and use tax laws, rules and regulations. Excellent verbal and written communication skills and ability to work with staff at all levels within the Department are also needed. Ability to work well under deadlines, competing priorities and stress.

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.

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**