State of Michigan
Civil Service Commission

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

Position Code

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-E	**10. Division** Business Taxes Division
5. Working Title (What the agency calls the position) Departmental Analyst 9-P11	**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 to 5:00 pm

14. General Summary of Function/Purpose of Position

This position serves as a business tax analyst, assisting the recognized resource in identifying system changes, developing forms, training documents, guidelines and procedures and assisting with DTMB on necessary program changes and training. The position's primary functions include: 1) running queries on production data, analyzing the results and providing recommendations related to operational effectiveness and efficiency; 2) assist with identifying system changes, assisting with developing forms, guidelines and procedures; 3) assist with developing file specifications, publications, procedures, full circle testing, researching and resolving testing and production issues; and 4) assist with developing and conducting necessary training for all business taxes.

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**

Analyze current processes and develop and implement methods to improve operations and processes. Assist with developing and conducting training for all business taxes.

Individual tasks related to the duty:

- Develop and conduct training related to system changes and legislation for Business Tax Division staff, and others as necessary.
- Organize and maintain training documentation including scheduling and attendance documents.
- Assist in the analysis of all Business taxes and recommend improvements to operational efficiency and effectiveness.
- Assist with the development and testing of technology improvement and changes.
- Run ad hoc reports using queries and ad hoc reporting tools.
- Analyze the results of queries and ad hoc reports.
- Research and analyze current practice and develop and conduct training related to system changes and legislation for Business Tax Division staff, and others as necessary.

Duty 2

General Summary: **Percentage:** **35**

Develop and maintain written guidelines and procedures based on evaluation of existing processes or implementation of new processes.

Individual tasks related to the duty:

- Analyze the Division’s processes and recommend procedures to improve operational effectiveness and efficiency.
- Update existing procedures, job outlines and charts to reflect changes due to legislation, court decisions, modifications to work methods and system software updates.
- Draft new procedures and guidelines of implementation of new processes or modifications to existing processes.
- Collect, consolidate, and analyze comments and suggestions to incorporate into the Division’s processes, guidelines and/or procedures.
- Review and determine the need to purge procedures and guidelines.
- Act as production support to Business Tax staff.

Duty 3

General Summary: **Percentage:** **15**

Assist the recognized resource with creating, updating and revising internal and external forms and instructions.

Individual tasks related to the duty:

- Assist the recognized resource in the drafting, review and updating of external and internal forms.
- Assist with collecting, evaluating, and consolidating comments and suggestions from staff to incorporate into forms.
- Assist the recognized resource in managing year-end development and contract administration.

Duty 4

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

Special projects and other duties as assigned.

Individual tasks related to the duty:

- Participate in work groups or teams.
- Liaison with other Divisions as necessary.
- Attend conferences and meetings.

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 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 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 the Business Tax analyst, assisting the recognized resource in identifying system changes, developing forms, training documents, guidelines and procedures and assisting with DTMB on necessary program changes and training. The position's primary functions include: 1) running queries on production data, analyzing the results and providing recommendations related to operational effectiveness and efficiency; 2) assist with identifying system changes, assisting with developing forms, guidelines and procedures; 3) assist with developing file specifications, publications, procedures, full circle testing, researching and resolving testing and production issues; and 4) assist with developing and conducting necessary training for all business taxes.

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 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.

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.

None

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