

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

<b>Position Code</b> 1. DPTLTCH049R
--

## 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> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Collections
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL TECHNICIAN-E	<b>10. Division</b> Services Management Division
<b>5. Working Title (What the agency calls the position)</b> Departmental Technician	<b>11. Section</b> Support
<b>6. Name and Position Code Description of Direct Supervisor</b> ROBINSON, SHELLY D; DEPARTMENTAL SUPERVISOR-3	<b>12. Unit</b> Financial & Administrative
<b>7. Name and Position Code Description of Second Level Supervisor</b> JOHNSON, BRANDON J; DEPARTMENTAL MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b> 7285 Parsons Drive, Dimondale, MI / 8 am to 5 pm

**14. General Summary of Function/Purpose of Position**

The primary purpose of this position is to compile, research, review, evaluate, and process non-standard collection activities related to enforcement (lien/levy) and vendor offsets for the Financial and Administrative Unit (FAU) of the Collection Services Bureau (CSB). Furthermore, this position assists other programs within the unit with non-standard collection activities and account reconciliation.

This position functions independently while handling difficult and complex functions for FAU, responding verbally and in writing to telephone and written inquiries from third party contractor(s), attorneys, other state agencies, and/or taxpayers. This position participates in development of internal processes and procedures for the unit and acts as the liaison between the unit and the CSB legal unit.

**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**

Research, review, evaluate, and process non-standard collection activities related to enforcement matters – lien, levy, and vendor offsets. Leverage a thorough understanding of policies, procedures, rules, and statutes to resolve account issues and discrepancies.

**Individual tasks related to the duty:**

- Review and resolve complex account issues and discrepancies.
- Process complex tax liens and releases.
- Compile, review, monitor, and process Unit backlog.
- Interpret statutes and legislative proposals and their ramifications to inform, update, or advise on matters related to enforcement – liens, levies, and vendor offsets.
- Initiate responses verbally and in writing to telephone and written inquiries from third party contractor(s), attorneys, other state agencies, and/or taxpayers.
- Review policies and procedures for currency, update as needed, and ensure they are followed.
- Propose revisions in rules, regulations, and procedures to improve efficiency and/or efficacy.
- Prepare and/or edit reports and publications.

**Duty 2**

**General Summary:**

**Percentage: 25**

Research, review, evaluate, and process non-standard collection activities related to FAU programs and initiatives including, but not limited to, Treasury Offset Program (TOP), bank validation, account adjustments, etc. Leverage a thorough understanding of policies, procedures, rules, and statutes to resolve account issues and discrepancies.

**Individual tasks related to the duty:**

- Review and resolve complex account issues and discrepancies.
- Compile, review, monitor, and process Unit backlog
- Interpret statutes and legislative proposals and their ramifications to inform, update, or advise on matters related FAU programs and initiatives
- Initiate responses verbally and in writing to telephone and written inquiries from third party contractor(s), attorneys, other state agencies, and/or taxpayers
- Review policies and procedures for currency, update as needed, and ensure they are followed.
- Propose revisions in rules, regulations, and procedures to improve efficiency and/or efficacy.
- Prepare and/or edit reports and publications.

**Duty 3**

**General Summary:**

**Percentage: 25**

Reviews, and approves corrections, adjustments, payment transfers and refunds. Timely processes financial requests from Treasury internal and external customers.

**Individual tasks related to the duty:**

- Review, monitor, and perform reconciliation for payments.
- Prepare and/or edit reports and publications.
- Reviews and approves financial transactions for Treasury external and internal customers.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Represents the Division, Section, and/or Unit in meetings, on committees, and other engagements as assigned.
- Plans, develops, and conducts programs for staff development and training.
- Assist less experienced staff members when necessary.

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

Employee uses independent judgment in making decisions related to the Financial and Administrative Unit activities. Standard decisions related to appropriate disclosure and defined policies, procedures, and established guidelines, including account adjustment approvals within a prescribed dollar value.

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

- Decisions which result in major change for Treasury or Bureau policies, procedures, or practices.
- Decisions which have a major budgetary impact.
- Implementation of new systems, programs, or program revisions.
- Decisions where precedent has not been established.

**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.**

Extensive time sitting using a PC. Occasionally lifting objects weighing up to 20 pounds. Stressful situations relating to investigation, collection, and default situations may occur.

**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):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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 primary purpose of this position is to compile, research, review, evaluate, and process non-standard collection activities related to enforcement (lien/levy) and vendor offsets for the Financial and Administrative Unit (FAU) of the Collection Services Bureau (CSB). Furthermore, this position assists other programs within the unit with non-standard collection activities and account reconciliation. This position functions independently while handling difficult and complex functions for FAU, responding verbally and in writing to telephone and written inquiries from third party contractor(s), attorneys, other state agencies, and/or taxpayers. This position participates in development of internal processes and procedures for the unit and acts as the liaison between the unit and the CSB legal unit. All duties listed in section 15 are considered essential.

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

PD update to percentages to align with DPTLTCHEY43R. This will be the composite PD for all Departmental Technicians under both Leanne Clark and Shelly Robinson. The essential tasks and duties of this position have not changed.

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

The Collection Services Bureau is responsible for the collection of delinquent taxes and state agency debts. The Financial and Administrative Unit was established to consolidate and standardize all financial and administrative functions within the bureau. This position ensures accuracy and consistency across these activities with the intent of maximum compliance within pre-established guidelines, policies, and procedures.

**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:**

- Knowledge of rules, regulations, policies, procedures, precedents and terminology used in the work.
- Knowledge of the techniques of using reference materials and organizing data for reports.
- Knowledge of the techniques of interviewing and of obtaining information.
- Knowledge of organizations, workflow, staffing, forms and procedures.
- Ability to use a microcomputer.
- Ability to abstract and present significant facts from data.
- Ability to interpret and apply complex laws, rules and regulations.
- Ability to analyze data and operations and make recommendations for change.
- Ability to conduct training and information sessions.
- Ability to communicate effectively.
- Ability to maintain favorable public relations.

**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.***

MALINDA HUFFMAN	6/16/2025
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