

State of Michigan
Civil Service Commission

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

Position Code

1. FINCALTE

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 MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) IT Financial Services
4. Civil Service Position Code Description Financial Analyst-E	10. Division IT Asset Management and Project Financial Services
5. Working Title (What the agency calls the position) Financial Analyst	11. Section IT Project Financial Services
6. Name and Position Code Description of Direct Supervisor SPRING, CHARLES; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor VANWINKLE, JESSICA; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 235 S. Grand Ave, Lansing, MI 48933 / Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

The financial analyst is responsible for maintaining records, preparing data for analysis, and the monitoring and analysis of IT project financial information. This position is responsible to analyze and validate specific expenses by IT project and follow-up with appropriate department personnel. Position is also responsible for assisting with other administrative tasks for the section.

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: 60

Participates in the development and implementation of IT project budgets and spend plans; tracks and makes financial projections for IT portfolio and project costs. Analyzes project financial documents for conformance to established guidelines and standards. Validates rates used for IT services or commodities are accurate. Analyzes the financial impact of departmental IT projects and programs.

Individual tasks related to the duty:

- Analyze and develop initial project cost estimates from submission of rough order of magnitude requests and change requests from DTMB.
- Research and verify that estimated project costs are appropriate and align with established rates.
- Analyze, investigate and monitor IT invoice payment details.
- Compare, investigate, and analyze financial data against IT project cost estimates.
- Ensure submissions meet established guidelines and standards for completeness, formatting, and accuracy.
- Analyze, review and update financial information, coding, and approvals in SIGMA, the state's financial management system.

Duty 2

General Summary:

Percentage: 35

Maintains records and prepares reports and correspondence related to the work.

Individual tasks related to the duty:

- Maintain and update tasks and reports on the section SharePoint site.
- Monitor and analyze the DTMB Active Projects Report to identify potential discrepancies. Report discrepancies to Financial Specialist.
- Query and run reports from SIGMA Business Intelligence and Clarity Project and Portfolio Management system. Update report data on the monthly IT Spend Plans. Identify discrepancies, investigate and conduct root-cause analysis. Escalate project overspends and questionable information to Financial Specialist for review.
- Maintain and update the section Mailbox on Outlook.
- Compile data and information for boilerplate/legislative reports.

Duty 3

General Summary:

Percentage: 5

Performs related work as assigned.

Individual tasks related to the duty:

- 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.

- Prioritization of daily work.
- Appropriate allocation of IT project expenses.
- Determine appropriate research methods and data sources to identify discrepancies among financial sources.
- Determine and implement appropriate resolutions within established guidelines and procedures.

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

Recommendations and reports written by this position require review and approval by 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.

This position requires the ability to work independently, prioritize and manage multiple critical tasks, Environmental conditions are typical of an office setting, which may include sitting, standing, bending and extended periods of computer work. This position may also work in a hybrid setting working remotely and/or at the MDHHS office.

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.

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
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?

This position is responsible for maintaining records, preparing data for analysis, monitoring, and analyzing IT project financial information.

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

New establishment.

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

IT Financial Services is responsible for planning and aligning the IT budgetary, work project tracking, contracts, and strategic plans with the Michigan Department of Health and Human Services' business strategy. This position is a financial analyst responsible for assisting in the monitoring, and analysis of IT project expenditures. The position is also responsible for assisting with other section tasks such as tracking submissions from the IT Oversight Areas.

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 with at least 24 semester (36 term) credits in one or a combination of the following: accounting, finance, or economics.

EXPERIENCE:

Financial Analyst 9

No specific type or amount is required.

Financial Analyst 10

One year of professional experience providing a systematic review, analysis, interpretation, and/or evaluation of budgets, mortgages, loans, or other financial data, equivalent to a Financial Analyst 9, Accountant 9, or Auditor 9.

Financial Analyst P11

Two years of professional experience providing a systematic review, analysis, interpretation, and/or evaluation of budgets, mortgages, loans, or other financial data, equivalent to a Financial Analyst, including one year equivalent to a Financial Analyst 10, Accountant 10, or Auditor 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

Knowledge of the principles of economics and public finance.

Knowledge of financial data sources.

Knowledge of financial management principles and practices.

Knowledge of the principles and practices of financial analysis.

Ability to quickly assimilate a variety of oral and written data, (i.e., legal, social, economic, etc.) to analyze facts and draw logical conclusions.

Ability to collect and interpret information, apply criteria, and make recommendations.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

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.

None

I certify that the entries on these pages are accurate and complete.

HILLARY PLATTE

7/19/2021

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