

## 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> TECH, MGMT AND BUDGET - MB
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Financial Services
<b>4. Civil Service Position Code Description</b> FINANCIAL ANALYST-A	<b>10. Division</b> Information Technology Finance & Accounting
<b>5. Working Title (What the agency calls the position)</b> Financial Analyst	<b>11. Section</b> Office of Chief Technology Officer Finance (OCTO)
<b>6. Name and Position Code Description of Direct Supervisor</b> ROB FEGUER - STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> OCTO Finance - Budget
<b>7. Name and Position Code Description of Second Level Supervisor</b> TIM MARTIN - STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Hybrid remote. In office location is Elliott-Larsen Building, 320 S. Walnut St., Lansing, MI. Hours are flexible but must begin no earlier than 6:30 a.m. and end no later than 5:00 p.m.
<b>14. General Summary of Function/Purpose of Position</b> This position works as the recognized resource for budget preparation and monitoring, rate development, and financial reporting for the Telecommunications Division, an infrastructure program within the Department of Technology, Management and Budget. It serves as the recognized resource for the Telecommunications Division. Key responsibilities of this position include reviewing and approving personnel requests and purchasing requisitions, analytical review of program expenditure and revenue activity, cost allocation, budget and rate development, and business case analysis. This position is expected to offer financial recommendations to program managers. This position requires strong customer service skills, communication of budget concerns and impacts with program managers and agency budget analysts, adaptability and flexibility in a dynamic environment, and interest in information technology.	

**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: 55**

Budget Development and Monitoring. Recognized resource responsible for preparing annual budgets for the Telecommunications Division, a DTMB Infrastructure program. Monitors program revenues and expenses in relation to the agreed upon budget. Updates program revenue and expense projections at least quarterly. Approves program hiring and purchasing requests.

**Individual tasks related to the duty:**

- Prepare and present annual budget information for program management and department executive leadership.
- Assist executive leadership and budget officer in preparing and submitting current services baseline requests.
- Conduct regular budgetary issue discussions with program management.
- Review and approve planned program expenditures including personnel and purchasing transactions.
- Ensure program revenues, expenditures, and cost allocations are accurate and consistent with budgeted amounts. Review, analyze, and update spending and revenue projections. Communicate updated spending projections to program management.
- Identify potential program surpluses and deficits. Make recommendations to reduce spending and/or generate additional revenues based on knowledge of program, budget policies, spending patterns, and departmental policies.
- Review and reconcile service billings
- Assist program in monitoring and reporting Telecom production expenses.
- Communicate the impact of service rate and usage changes with agency budget liaisons.

**Duty 2**

**General Summary:**

**Percentage: 30**

Rate Development and Business Case Analysis: Analyzes projected costs and agency usage for proposed Telecom (Information and Communication Technology) ICT services and initiatives and recommends service rates and/or other cost recovery methods. Reviews cost and usage estimates for existing IT services and recommends rate adjustments as needed. Review business case proposals for program and agency impact.

**Individual tasks related to the duty:**

- Reviews business case and draft service catalog description for proposed IT services to gain an overall understanding of the new service.
- Gathers estimated costs to provide the new service, including hardware, software, personnel, contractor costs, etc.
- Collects estimated adoption and usage of new service by agency clients.
- Proposes service rates or other cost recovery method needed to recover costs to provide the new service.
- Provides overall recommendations as to the feasibility of the proposed service based on cost, service rates and projected agency usage.
- Reviews projected costs and agency usage for existing services to ensure that service rates will continue to be sufficient to cover the costs of providing those services. Recommend changes in planned spending and/or service rates as needed.

**Duty 3**

**General Summary:**

**Percentage: 15**

Special Projects: Ad hoc and other short term financial assignments as needed.

**Individual tasks related to the duty:**

- Assist in Balance Sheet reporting, including receipt, depreciation, and disposal of capital assets.
- Respond to requests for information or assistance from program management, executive leadership, state budget office, or other state agencies.
- Participate on cross functional teams and work groups.
- Research developments in IT and government IT to anticipate changes in programs or services.
- Write procedures and document financial decisions.
- Participate in department biennial internal control evaluation.
- Enhance financial and technical/professional skills to stay current with job requirements
- Assist in reconciling of Telecom service and billing data.
- 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.**

The employee has independence in preparing cost analyses that will determine whether new services are implemented. The employee also may reject hiring or purchasing requests that do not conform to the program's budget.

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

Supervisory review is required before a recommendation on new or changed service rates can be approved. These rates have statewide impact.

**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 majority of work is performed at a desk and requires extensive use of a personal computer. Periodic meetings with program managers may require leaving the worksite and operating a motor vehicle. There are no adverse environmental conditions.

**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?**

This position is responsible for coordinating budgetary needs for assigned programs including the Telecommunications Division. The employee must be able to interpret and analyze program and fiscal information and be able to make recommendations based on their analysis. This position must effectively communicate with all levels within the department, both orally and in writing. The employee must be able to effectively communicate with budget liaisons, accountants, and executive leadership regarding a variety of financial issues.

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

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

The IT Finance Division is responsible for the following: 1. Accounting for the activities of the Information Technology Internal Service Fund 2. Preparing monthly billings for IT services and collecting program revenues. 3. Developing annual budgets for IT programs and service rates. 4. Preparing periodic financial reports, including budget projections. 5. Assisting state agencies in managing their IT interdepartmental grants. This position is responsible for budget development, budget monitoring, rate development, and financial reporting for the Telecom Division, a DTMB-IT Infrastructure programs.

**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 accounting, finance, and economic courses.

**EXPERIENCE:**

Three 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 P11 NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of budget development processes, cost models, business case analysis, and familiarity with appropriations process. Strong financial analytical skills required. Basic knowledge of state accounting concepts and procedures. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with customers including program managers, executive leadership, and coworkers.

**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.***

\_\_\_\_\_

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