

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> EDUCATION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Financial Analyst-E	<b>10. Division</b> Educator Excellence, Career Technical Education, Special Education, and Administrative Law
<b>5. Working Title (What the agency calls the position)</b> Financial Analyst	<b>11. Section</b> Office of Career and Technical Education (OCTE)
<b>6. Name and Position Code Description of Direct Supervisor</b> MILLS, CELENA; STATE OFFICE ADMINISTRATOR	<b>12. Unit</b> Director's Office
<b>7. Name and Position Code Description of Second Level Supervisor</b> HARMALA, MICHELE A; OFC OF GREAT START DEP SUPINT	<b>13. Work Location (City and Address)/Hours of Work</b> 608 West Allegan, Lansing, MI. / Monday - Friday, 8:00 am - 5:00 pm

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

This position serves as a financial analyst in the Office of Career and Technical Education (OCTE). The financial analyst is responsible for analyzing and interpreting legislation and regulations pertaining to the allocation of federal and state funds administered by the office. This includes analyzing the expenditure of state and federal grant funds, spend plans, expenditure reports, and when appropriate identifying unused funds to recapture and reallocate to eligible educational agencies. This position participates in the office's federal grant management activities, including subrecipient monitoring with an expertise in financial compliance. In addition, this position participates as a member of a grant review team, reviewing and approving grant applications and final reports. As a member of OCTE, this position attends OCTE meetings; serve on OCTE internal work groups; and participates in MDE meetings and initiatives; other duties as assigned.

**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**

Analyze and interpret legislation and regulations pertaining to the allocation of federal and state funds administered by the office.

**Individual tasks related to the duty:**

- Analyze the expenditure of state and federal grant funds, spend plans, expenditure reports, and when appropriate identify unused funds to recapture and reallocate to eligible educational agencies.
- Analyze and identify appropriate use of categorical funds; track the approval process of school state aid and categorical funds.
- Analyze and prepare grant award approval packet and Grant Award Notification (GAN); route state and federal grant criteria for approval; distribute Grant Award Notifications.
- Analyze and prepare expenditures to ensure available and appropriate funding for purchase orders (PO), delivery orders (DO), accounting expense (GAX) documents, etc.
- Analyze and prepare grant funded change notices (CN), enter general routing (GR) in Statewide Integrated Governmental Management Application (SIGMA) requesting CN.
- Evaluate legislative bills for fiscal implications related to grant allocations.
- Interprets legislative requirements into mathematical formulas and develop computer queries and programs to implement those formulas using Statistical Analysis System (SAS), Microsoft Access and Excel.
- Develop, implement, and maintain computer allocations/databases of the grant allocations/awards to school districts/agencies.
- Maintain current and historical allocation records and prepare related reports and correspondence.
- Work closely with the department specialist in preparing grant fund spend plans and analyze monthly expenditure reports.
- Assist in the development of spend plans based on legislative requirements and advise the financial specialist regarding funds available for administration.

**Duty 2****General Summary:****Percentage: 30**

Participate in the office's federal grant management activities, including subrecipient monitoring with an expertise on financial compliance.

**Individual tasks related to the duty:**

- Serve on a grant review team to review and approve grant applications and review and approve grant budget modifications and final reports.
- Serve as a financial reviewer for Technical Review, Assistance, and Compliance (TRAC) and participate in onsite reviews.
- Analyze and review federal time and effort reporting, procurement, equipment inventory management, and allowable costs; develop monitoring review criteria to assess subrecipients' compliance.
- Participate in desk audits and on-site TRAC reviews to ensure that districts are in compliance with laws governing use of federal and/or state funds received; and to provide technical assistance where necessary.
- Participate in Perkins Grant Team reviews of CTE Perkins Grant applications submitted by regions for OCTE approval. Also participate in review of end of year reports submitted by grant recipients to ensure that funds were spent appropriately.
- Participate in Civil Rights Compliance Reviews (CRCR) - conducting interviews or reviewing documentation and preparing reports in an effort to ensure that districts are in compliance with Civil Rights legislation.

**Duty 3****General Summary:****Percentage: 10**

Attend OCTE meetings; serve on OCTE internal work groups; participate in MDE meetings and initiatives, as assigned.

**Individual tasks related to the duty:**

- Participate in OCTE staff meetings.
- Participate in meetings of assigned OCTE standing committee(s) (monitoring, data quality, 61A funding, grant development, etc.)
- Attend OCTE functions and meetings (Career Education Conference, OCTE Fall and Spring Updates, Grant Dissemination meetings, new program meetings, referent group meetings, etc.).
- Participate, as assigned, in reviews of OCTE grants, applications, and reports. Provide such assistance to other MDE departments as assigned.
- Prepare project proposals, including budget projections.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Special projects.

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

- Analyzes the financial impact of departmental programs.
- Evaluates legislative bills for their program and fiscal implications and recommends disposition.
- Conducts analysis in such areas as program goals, objectives, and operations.
- Review of budgets and action plans
- Recommendations for program improvement
- Maintains records and prepares reports and correspondence related to the work.

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

- Travel/conference and workshop participation, in and out-of-state
- Policy revisions
- Budget proposals
- Final approval of grant award approval packet
- Final approval of written communications, announcements, and presentation content

**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 a considerable amount of time working at a computer, working collaboratively in teams, and intermittent travel (durations of up to 8 hours) to meetings, schools, and career centers around the state, including both the upper and lower peninsulas. Occasional lifting, carrying, and moving of boxes of up to 40lbs.

**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 serves as a financial analyst in the Office of Career and Technical Education (OCTE). The financial analyst is responsible for analyzing and interpreting legislation and regulations pertaining to the allocation of federal and state funds administered by the office. This includes analyzing the expenditure of state and federal grant funds, spend plans, expenditure reports, and when appropriate identifying unused funds to recapture and reallocate to eligible educational agencies. This position participates in the office's federal grant management activities, including subrecipient monitoring with an expertise in financial compliance. In addition, this position participates as a member of a grant review team, reviewing and approving grant applications and final reports. As a member of OCTE, this position attends OCTE meetings; serve on OCTE internal work groups; and participates in MDE meetings and initiatives; other duties as assigned.

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

New position.

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

OCTE provides leadership in the development of career and technical preparation for local school districts. The Director's Office provides support and leadership for continuous quality improvement for secondary career and technical education programs provided in local educational agencies. This position will advise the Director on legislation and regulations pertaining to the allocation of federal and state funds administered by the office.

**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 12 semester (18 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:**

- Knowledge of the principles of economics and public finance.
- Knowledge of program planning and budgeting.
- Knowledge of financial management principles and practices.
- 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.
- Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

NA.

**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.

NA.

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

D. CLARK

8/13/2025

\_\_\_\_\_  
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