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** TREASURY CENTRAL PAYROLL
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** OFFICE OF REVENUE AND TAX ANALYSIS
4. Civil Service Position Code Description Financial Analyst-E	**10. Division** REVENUE SHARING AND GRANTS
5. Working Title (What the agency calls the position) FINANCIAL ANALYST	**11. Section** LOCAL GOVERNMENT GRANTS
6. Name and Position Code Description of Direct Supervisor BAIR, TAMMY J; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor COLE, EVAH M; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 430 W. ALLEGAN ST., LANSING MI / MONDAY - FRIDAY, 8AM TO 5PM

14. General Summary of Function/Purpose of Position

This position serves as a financial analyst and provides financial and operational support to the Fire Equipment Grant program, and various new grants appropriated each year by the legislature as part of the department's annual appropriation. The position is responsible for systematic review of financial data, research and evaluation of the programs, as well as analytical and operational support and contractor coordination and monitoring. Assignments include: developing program policies and procedures; maintaining records and compiling reports; preparing presentations; performing various financial accounting related tasks; responding to inquiries and providing assistance to legislators, local units of government, authorities and commissions.

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**

Serves as the Financial Analyst for the administration and operation of the Fire Equipment Grant program.

Individual tasks related to the duty:

1. Participates in the development of and implementation of program planning, policy and procedure development and tracking the efficiency of the program.
2. Develops methods for systematic review and analysis of grant applications and payment documentation. Makes recommendations, if necessary.
3. Provides financial, analytical and reporting support for the grant program.
4. Analyzes proposed changes to the program and the financial impact on the grantees.
5. Determines allowable payment amounts under the grant program.
6. Prepares correspondence to local units of government and grantees pertaining to the grant program.
7. Utilizes computer applications, software and report writing including, but not limited to Excel, Access, PowerPoint, SIGMA, and Business Intelligence
8. Responds to inquiries from local units of government, grantees, the legislature, House and Senate Fiscal Agencies, Treasury Executive Office, and Governor's Office regarding the grant program.
9. Interprets laws and policies relating to the grant program and provides consultation to local units of government and grantees.
10. Evaluates proposed changes to legislation for the fiscal implications, analyzes legislative committees' actions on budget recommendations, and makes recommendations accordingly.
11. Provides information to the division administrator on the impact to individual local governments, recommends policy changes, and drafts legislative language.
12. Communicates, both verbally and in writing, with local governmental units, grantees, auditors, legislative staff, lobbyist organizations and citizens.
13. Develops and maintains grant related documentation on the Local Government Grant program website.
14. Evaluates and analyzes House and Senate bills for program and fiscal implications and recommends amendments to current public acts.

Duty 2

General Summary: **Percentage:** **30**

Serves as the Financial Analyst for new grants appropriated each year by the legislature as part of the department's annual appropriation.

Individual tasks related to the duty:

1. Participates in the development of and implementation of program planning, policy and procedure development and tracking the efficiency of the program.
2. Develops methods for systematic review and analysis of grant applications and payment documentation. Makes recommendations, if necessary.
3. Provides financial, analytical and reporting support for the grant program.
4. Analyzes proposed changes to the program and the financial impact on the grantees.
5. Determines allowable payment amounts under the grant program.
6. Develops and maintains a grant website with program information.
7. Prepares correspondence to local units of government pertaining to the grant program.
8. Utilizes computer applications, software and report writing including, but not limited to Excel, Access, PowerPoint, SIGMA, and Business Intelligence
9. Responds to inquiries from local units of government, grantees, the legislature, House and Senate Fiscal Agencies, Treasury Executive Office, and Governor's Office regarding the grant program.
10. Interprets laws and policies relating to the grant program and provides consultation to local units of government and grantees.
11. Evaluates proposed changes to legislation for the fiscal implications, analyzes legislative committees' actions on budget recommendations, and makes recommendations accordingly.
12. Provides information to the division administrator on the impact to individual local governments, recommends policy changes, and drafts legislative language.
13. Communicates, both verbally and in writing, with local governmental units, grantees, auditors, legislative staff, lobbyist organizations and citizens.
14. Evaluates and analyzes House and Senate bills for program and fiscal implications and recommends amendments to current public acts.

Duty 3

General Summary: **Percentage:** **10**

Other special projects and analysis as assigned.

Individual tasks related to the duty:

1. Provides analytical and reporting support.
2. Participates in activities that contribute to the achievement of the mission, goals and operational objectives of the Revenue Sharing and Grants Division, Office of Revenue and Tax Analysis.
3. Assists, participates in, and/or leads special projects.

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

Resolves day-to-day operational financial issues regarding the grant programs. Responds to inquiries and maintains contact with grantees. It is essential to ensure positive public relations and convey a courteous and professional image as a representative of the Department of Treasury at all times. Identifies and recommends enhancements and improvements to grant administration and internal controls and, as approved, implements enhancements and improvements.

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

Decisions that exceed the authority delegated to this position. Decisions that are significant in scope that would compromise Department policy or credibility and have no precedence, decisions impacting significant budget issues or significant organization changes, etc. Providing replies to requests for previously unpublished information. When proposing system changes, and/or changing an established procedure, or clarifying unclear procedures. When deciding work priorities when the workload is extremely heavy.

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.

Significant and extended periods of time at a computer and on the phone. Ability to communicate with a wide diversity of individuals at all levels both internal and external to the Department. Position requires working in a high-pressure environment with strict work deadlines. Extended work hours may be required.

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?

This position serves as a financial analyst and provides financial and operational support to the Fire Equipment Grant Program, and the various new grants appropriated each year by the legislature as part of the department's annual appropriation. The position is responsible for systematic review of financial data, research and evaluation of the programs, as well as analytical and operational support and contractor coordination and monitoring. Assignments include: developing program policies and procedures; maintaining records and compiling reports; preparing presentations; performing various financial accounting related tasks; responding to inquiries and providing assistance to legislators, local units of government, and special interest groups.

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?

This Bureau is responsible for economic forecasts and revenue estimates for use in the State budget process, revenue tracking, and tax and economic policy analysis, coordination of the semi-annual consensus revenue estimating conference, and administration of the state revenue sharing programs, personal property tax reimbursement program and Treasury local government grant programs. This position is responsible for the local government grant programs and other assigned non-local government related grant programs. The position requires a broad and detailed knowledge of grant administration, the State's accounting system, mastery of spreadsheet software, and familiarity with Treasury's computing systems. The position also requires the ability to manage complex projects, complete work under tight deadlines, and the ability to work effectively with staff from a number of different state agencies.

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:

Ability to establish priorities, plan, coordinate, and expedite program information. Ability to interpret highly complex rules and regulations. Strong analytic skills and the ability to collect and interpret financial information, apply criteria and make recommendations, Ability to quickly assimilate a variety of oral and written data to analyze facts and draw logical conclusions. Ability to communicate with a wide diversity of individuals at all levels both internal and external to the department both verbally and in writing. Ability to work under tight deadlines, be well organized, maintain records and prepare reports and correspondence, and the ability to maintain good working relationships with local units of government.

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.

N/A

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

SALLY VAN VYVE | 10/7/2026

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**