

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

Position Code 1. FINAMGR4A26N

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description FINANCIAL MANAGER-4	10. Division Educator Excellence, Career Technical Education, Special Education, and Administrative Law
5. Working Title (What the agency calls the position) Office of Special Education Program Finance Manager	11. Section Office of Special Education
6. Name and Position Code Description of Direct Supervisor MCINTYRE, REBECCA A; STATE ADMINISTRATIVE MANAGER-1-FZN	12. Unit Program Finance
7. Name and Position Code Description of Second Level Supervisor RINK, TERI L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W ALLEGAN ST; LANSING, MI 48915 / 8:00am-5:00pm M-F, hybrid and remote work schedule

14. General Summary of Function/Purpose of Position

The Manager provides leadership in the formulation and implementation of all policies and procedures in conjunction with the Deputy Superintendent and Director of the Office of Special Education (OSE), to assure that over \$485 million in federal grants and over \$2 billion in state aid reimbursements are effectively administered annually following all state and federal laws, statutes and regulations. The Manager provides on-going opportunities for staff to be trained in an environment that promotes teamwork and welcomes staff suggestions for improvements. The Manager fosters partnerships with all stakeholders to ensure collaboration in the development of policies, procedures, and technical assistance. The Manager provides program specific fiscal monitoring of sub-recipients of the federal Individuals with Disabilities Education Act (IDEA) and state aid for special education programs and services in all intermediate school districts, local school districts, public school academies and state agencies. The Manager also provides oversight and fiscal support to the Michigan School for the Deaf (MSD). The Manager directs the completion of all federal and state obligations by assigning staff to appropriate functions and providing oversight and direction, resolving day-to-day operational issues. The Manager is also responsible for approving leave time, conducting performance evaluations, and resolving personnel concerns. The position is a second-line supervisor of professional subordinate positions through a first-line professional manager in a complex work area.

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: 50

Oversee and manage federal and state aid funding structures for special education programs and services.

Individual tasks related to the duty:

- Review and approve school district federal grant applications/reports required to qualify for funds under the IDEA, Parts B, and D.
- Confer with the Director and other staff for the development of fiscal policy related to IDEA in order to implement the requirements of the statute and regulations.
- Manage the fiscal aspects of professional development grant projects and capacity building initiatives to facilitate school districts in developing and implementing research-based strategies and data-based evaluation of outcomes, in cooperation with Michigan's Integrated Improvement Initiatives (MI3).
- Manage the fiscal aspects of Grant Funded Initiatives and effectively provide project fiscal oversight.
- Complete program fiscal reviews of grantees to determine fiscal accountability under IDEA, Part B, grants.
- Direct the resolution of local school district single audit findings.
- Participate in state and federal audits.
- Confer with the Director and staff to assess and resolve serious school district out-of-compliance issues.
- Work with Department Office of Grants Coordination to manage an electronic system of school district applications for federal grants.
- Coordinate all aspects of the OSE administrative budget and spending plans.
- Provide fiscal support and oversight to the Michigan School for the Deaf (MSD).
- Respond to related state agency responsibilities for fiscal oversight and accountability including the provision of staff resources and expertise.
- Administer and coordinate all contractors and vendors for the Office of Special Education to assure Michigan meets the Individuals with Disabilities Education Act (IDEA) general supervision responsibilities.
- Direct staff in the processing of federal and state-level and local school district-level maintenance of effort and excess cost activities.
- Provide direction to Program Finance unit staff related to internal and external technical assistance and opportunities using new technology based upon customer input and data-based decision making, to assist schools and agencies in the implementation of statutory and regulatory fiscal requirements.

Duty 2

General Summary:

Percentage: 25

Provide leadership, direction, and supervision to the Program Finance unit.

Individual tasks related to the duty:

- Develop position descriptions, conduct interviews, the selection of staff to accomplish the Program Finance unit's objectives.
- Assign staff to appropriate functions and provides oversight and direction.
- Plan and conduct staff meetings for the purpose of information sharing, promoting communications, planning, collaboration, and problem solving.
- Assess the progress of staff work, provide feedback, and support the staff.
- Coordinate with staff to remove barriers or obstacles by developing staff strengths to enhance the unit's operation and to ensure timely completion of projects.
- Approve itineraries, expense vouchers, requests for leave, and equipment/supply requests.
- Monitor and evaluate Program Finance unit's performance to assess efficiency and effectiveness.
- Coordinate activities by scheduling work assignments, setting priorities, and directing the work of the Program Finance unit staff.
- Evaluate and verify employee performance through the review of completed work assignments and techniques.
- Identify staff development and training needs and ensure that training is obtained.

Duty 3

General Summary:

Percentage: 25

Coordinate appropriate resources to assure client satisfaction of both external and internal customers.

Individual tasks related to the duty:

- Provide leadership to ensure collaboration within the OSE and other program areas and resources within the Department.
- Assess unit's strengths and areas of improvement to enhance service delivery and guide systemic change.
- Analyze federal and state legislation to determine specific department responsibilities for financial aspects of programs administered.
- Communicate effectively with all stakeholders including, but not limited to, legislative and policy representatives in the Department of Education, at the state and federal levels, as well as staff and customers.
- Participate in national, state, and regional conferences to exchange program information, and serves as liaison to the U.S. Department of Education pertinent to fiscal issues.
- Address issues of finance policy related to state and federal special education rules and regulations.
- Work closely with other Supervisors in OSE to align policy and finance decisions with federal monitoring and compliance requirements.
- 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.

Independent decisions include staff assignments; establishment of plans and procedures; authorization of procedures; interpretation of rules, policies, and guidelines; and identification areas for coordination of program development/improvement and operation. Oversee over \$485 million in federal grants and over \$2 billion in state aid reimbursements following all state and federal laws, statutes and regulations. People affected by these decisions include internal Department and OSE personnel and local/intermediate school district personnel responsible for school finance.

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

Supervisor's review will be sought on State Board items, issues creating or involving conflict or serious school district out-of-compliance issues, decisions that impact the entire office and involve other program areas, and decisions involving personnel matters.

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.

Normal office environment.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VACANT	AUDITING SPECIALIST 13	LEWIS, LINDA K	FINANCIAL SPECIALIST-2 13
KELLEY, CHRISTOPHER	FINANCIAL ANALYST-A 12	NORTHERN, NICHOLE M	FINANCIAL MANAGER-3 14
WATERS, JENNIFER M	SECRETARY-A 9	VACANT - PROPOSED	FINANCIAL SPECIALIST-2 13

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
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| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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 Manager provides leadership in the formulation and implementation of all policies and procedures in conjunction with the Deputy Superintendent and Director of the Office of Special Education (OSE), to assure that over \$485 million in federal grants and over \$2 billion in state aid reimbursements are effectively administered annually following all state and federal laws, statutes and regulations. The Manager provides on-going opportunities for staff to be trained in an environment that promotes teamwork and welcomes staff suggestions for improvements. The Manager fosters partnerships with all stakeholders to ensure collaboration in the development of policies, procedures, and technical assistance. The Manager provides program specific fiscal monitoring of sub-recipients of the federal Individuals with Disabilities Education Act (IDEA) and state aid for special education programs and services in all intermediate school districts, local school districts, public school academies and state agencies. The Manager also provides oversight and fiscal support to the Michigan School for the Deaf (MSD). The Manager directs the completion of all federal and state obligations by assigning staff to appropriate functions and providing oversight and direction, resolving day-to-day operational issues. The Manager is also responsible for approving leave time, conducting performance evaluations, and resolving personnel concerns. The position is a second-line supervisor of professional subordinate positions through a first-line professional manager in a complex work area.

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

Minor updates.

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

The function of the Program Finance unit is to provide oversight for federal and state aid funding structures for special education programs and services. This Program Finance unit assures that over \$485 million in federal grants and over \$2 billion in state aid reimbursements are effectively administered. The unit also provides fiscal support and oversight to the Michigan School for the Deaf.

The Program Finance unit is responsible for establishing and implementing guidelines for fiscal accountability for all federal and state special education programs under the reauthorized IDEA. Failure to meet these obligations jeopardizes all funding and the delivery of services throughout the system.

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 Manager 13 - 15

Four 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 two years equivalent to a Financial Analyst P11, Accountant P11, or Auditor P11 or one year equivalent to a Financial Analyst 12, Financial Manager 12, Accountant 12, Accountant Manager 12, Auditor 12, or Auditor Manager 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and ability in the areas of supervision, labor relations, employee policies and procedures, etc.

Ability to instruct, direct, and evaluate employees in technical fiscal work.

Knowledge of fiscal and program planning and budgeting.

Knowledge of school finance issues and State requirements is preferred.

Knowledge of the principles and practices of financial analysis and ability to solve problems within an established system.

Ability to communicate effectively and maintain favorable internal and external public relations.

**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

11/3/2025

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