

POSITION DESCRIPTION

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| 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.) Vacant | 8. Department/Agency TECH, MGMT AND BUDGET - MB |
| 3. Employee Identification Number Vacant | 9. Bureau (Institution, Board, or Commission) Financial Services |
| 4. Civil Service Position Code Description FINANCIAL SPECIALIST-2 | 10. Division Budget and Forecasting |
| 5. Working Title (What the agency calls the position) Budget Liaison | 11. Section |
| 6. Name and Position Code Description of Direct Supervisor FINANCIAL MANAGER-3 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor STATE DIVISION ADMINISTRATOR | 13. Work Location (City and Address)/Hours of Work 320 S. Walnut, Lansing MI / 8:00 am – 5:00 pm. Monday – Friday (may vary) |
| 14. General Summary of Function/Purpose of Position | |
| <p>This position is responsible for budget development, monitoring, and oversight of DTMB Information Technology (IT) interdepartmental grants with various state agencies. This position coordinates with agencies and DTMB Customer Services staff to develop annual IT spend plans. This position monitors agency IT expenditures against annual spend plans and updates spending projections monthly.</p> <p>The position requires strong customer service skills and frequent communication with program and executive management, and other Financial Services staff to provide the most current and relevant data to agency customers. This position is expected to offer recommendations to management.</p> <p>This position requires high initiative, independent judgment, knowledge of state budgeting processes, flexibility and adaptability in a dynamic environment, and interest in information technology.</p> | |

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: 40

Budget Liaison: Serve as point of contact for assigned agencies for all IT related budget issues. Establish and maintain cooperative working relationships with assigned agencies, DTMB Customer Services General Managers, Business Relationship Managers, and other Financial Services staff. Utilize available resources to anticipate budget issues and assist the annual budget process for IT with assigned agencies

Individual tasks related to the duty:

- Conduct regular discussions of budgetary issues with DTMB Customer Services and assigned agencies. • Answer agency questions regarding DTMB IT services and related charges.
- Ensure agency expenditures are consistent with their annual IT budget.
- Coordinate and prepare documents from various sources of data to answer inquiries from agency management, DTMB Customer Services, the State Budget Office, and the legislature.
- Prepare and present summary budget information for DTMB executive leadership, agency financial managers, and DTMB Customer Services General Managers.

Duty 2

General Summary:

Percentage: 25

Budget Liaison: This position is responsible for developing IT interdepartmental grant (IDG) budgets for assigned agencies. This position works with agency management, DTMB Customer Services, and the DTMB Budget Officer to request and gather Current Services Baseline proposals, develop budget priorities, set annual agency spend plans, and track appropriation revisions for assigned agencies.

Individual tasks related to the duty:

- Analyze proposed new agency projects and initiatives to determine budget impact.
- Draft summaries of budget initiatives and provide statistical or analytical research and recommendations for further development
- Assist DTMB Budget Officer in reviewing agency CSB requests for inclusion in the DTMB annual budget request.
- Evaluate DTMB IT CSB requests for impact on agency appropriations and update budget plans.
- Prepare agency budget information pursuant to requests from the DTMB Budget Officer, DTMB executive leadership, State Budget Office, and the Legislature.
- Compare the enacted budget with agency initial budget requests and evaluate the impact of any differences.
- Prepare and present annual agency IT budgets, incorporating changes in authorization, fund sourcing, payroll and economic adjustments, IT service rates, and IT service utilization. Answer questions and requests from agency management and DTMB Customer Services management.

Duty 3

General Summary:

Percentage: 25

Budget Monitoring: This position is responsible for the review and approval of personnel requests and purchasing requests to ensure consistency with agreed upon budgets. It monitors agency IT spending patterns and prepares monthly agency spend plan updates. This position recommends corrective actions when forecasted expenses exceed available authorization and funding

Individual tasks related to the duty:

- Prepare, analyze, and review agency-spend plans.
- Identify potential surpluses, deficits, and other authorization and funding issues.
- Prepare and present monthly agency spend plan updates to agency and DTMB Customer Services leadership.
- Make recommendations to reduce and/or delay spending based on knowledge of agency, program, budget policies, spending patterns and departmental policies.
- Review monthly IT invoice data for accuracy and consistency with agency spend plan.
- Participate in work groups as a representative of DTMB.
- Monitor status of outstanding agency IT purchase orders.

Duty 4

General Summary:

Percentage: 10

Special Projects: Various assignments, typically financial in nature, and on a short-term basis when compared to the duties listed above

Individual tasks related to the duty:

- Respond to requests for information or assistance from DTMB, State Budget Office, Legislature, other state agencies, and other states or organizations.
- Serve on various committees, task forces and projects groups.
- Create standardized research and reporting methods for evaluating and projecting spending and funding sources.
- Develop cost estimates associated with proposed projects or changes in programs.
- Write relevant policies and procedures.
- 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.

Requests for information come from within DTMB, Senate/House Fiscal Agencies, legislators, the Executive Office, state agencies, and others. The appropriateness and potential impact of releasing the material must be determined prior to releasing it to the requestors.

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

Major decisions regarding purchasing and/or hiring requests may require supervisory review as well as consultation with program and executive management.

The direction of the supervisor is also sought when past practice or formal guidelines do not sufficiently resolve conflicting concerns or when the outcome may adversely affect the entire department.

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 presentations to program management 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):

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| 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 is responsible for coordinating budgetary needs and monitoring budgetary statuses for agency IT IDGs. This position must be able to interpret and analyze financial and program information and be able to make recommendations to management based on their analysis.

This position must be customer service focused and be able to effectively communicate with DTMB Customer Services, agency staff, and other financial services staff regarding a variety of budget issues.

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

This position continues to be responsible for budget development, monitoring, and oversight of DTMB Information Technology (IT) interdepartmental grants for state agencies, however the areas this position is responsible for has changed. The IT environment continues to become more complex as the number of services offered by DTMB-IT and consumed by client agencies grow. There are also more IT projects in development that are impacting the client agencies, creating a need to move agencies around to continue proper support.

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

The Budget and Forecasting Division is responsible for the following:

1. Provides for support in planning, budgeting, budgetary control, financial reporting, revenue control, and financial projections.
2. Responsible for the appropriated accounting of the department.
3. Preparing periodic financial reports, including budget projections.
4. Assisting state agencies in managing their IT interdepartmental grants.

This position serves as a budget liaison and is responsible for budget development and budget monitoring for various state agency IT interdepartmental grants.

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:

Four years of professional experience 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, Accountant 12, or Auditor 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the state budget and appropriations process, familiarity with state accounting practices. Knowledge of budget development, budget administration and overall public finance principles. Familiarity with IT services and IT terminology. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with DTMB, agency staff, and coworkers. Ability to develop and implement policies, procedures, and solutions to problems.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve use of personal vehicle.

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