

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.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency TECH, MGMT AND BUDGET - MB |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Financial Services |
| 4. Civil Service Position Code Description Financial Specialist-2 | 10. Division Information Technology Finance & Accounting |
| 5. Working Title (What the agency calls the position) Financial Specialist | 11. Section Office of Chief Technology Officer Finance (OCTO) |
| 6. Name and Position Code Description of Direct Supervisor ROB FEGUER - STATE ADMINISTRATIVE MANAGER-1 | 12. Unit OCTO Finance - Budget |
| 7. Name and Position Code Description of Second Level Supervisor TIM MARTIN - STATE DIVISION ADMINISTRATOR | 13. Work Location (City and Address)/Hours of Work 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. |

14. General Summary of Function/Purpose of Position

This position is responsible for budget preparation and monitoring, rate analysis, and financial reporting for programs under the Chief Technology Officer Division, including CTO Executive, Enterprise Architecture, Business Operations Support Services, and Network Divisions within the Chief Technology Officer Bureau. These programs have statewide impact and account for approximately \$93.1 million in statewide technology spending and the position will now provide subject matter expertise for request for proposals (RFPs).

Key responsibilities of this position include reviewing and authorizing personnel requests and purchasing requisitions, analytical problem solving and review of program expenditure and revenue activity, cost allocation, budget development, rate analysis, and business case analysis. This position is expected to develop, explain, and present financial recommendations to program managers and executive management. This position requires strong customer service and communication skills as it must manage budget concerns and impacts with program managers and agency budget analysts.

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: 65

Budget Development and Monitoring. Specialist responsible for budget preparation and monitoring, rate analysis, and financial reporting for programs under the Chief Technology Officer Division, including CTO Executive, Enterprise Architecture, Business Operations Support Services, and Network Divisions within the Chief Technology Officer Bureau. Oversees program revenues and expenses to ensure all is properly allocated and within budget. Works directly with division directors to develop budget projections. Meets with division leadership to review year-to-date financial data, and update program revenue and expense projections. Approves program hiring and purchasing requests.

Individual tasks related to the duty:

- Prepare and present annual budget projections and supporting information for program management and department executive leadership for the following programs: Enterprise Architecture, Enterprise Solution Design Services, and Network & Telecommunications.
- Advise executive leadership and budget officers in preparing and submitting current services baseline budget/expenditure requests. Provide data for anticipated increases to spending authorizations for all programs assigned above.
- Assist program owners with explaining rate adjustment supporting schedules and data to the rate committee, budget officer and State Budget Office.
- Conduct regular budgetary issue discussions with program management.
- Review and approve planned program expenditures including personnel and purchasing transactions.
- Prepare quarterly and/or monthly financial statements for the following programs: Enterprise Architecture, Enterprise Solution Design Services, and Network & Telecommunications.
- Ensure program revenue, 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; ensure all amounts due are collected timely and follow up with agencies and programs on any outstanding reimbursements.
- Manage monitoring and reporting production expenses for the following programs: CTO Executive, Enterprise Architecture, Business Operations Support Services, and Network Divisions.
- Communicate the impact of service rate and usage changes with Financial Services (FS) agency budget liaisons.

Duty 2

General Summary:

Percentage: 30

Rate Development and Business Case Analysis: Analyzes projected costs and agency usage for proposed new services and initiatives and recommends service rates and/or other cost recovery methods for the CTO Executive, Enterprise Architecture, Business Operations Support Services, and Network Divisions. Reviews cost and usage estimates for existing IT services and recommend rate adjustments as needed. Provides explanation of financial and accounting impact of service rate changes to department leadership. Monitor and apply Federal Cost Allocation principles and guidelines to Telecommunications services to ensure programs are compliant with Federal guidelines. Oversee business case proposals for program and agency impact. Responsible for understanding the interrelationships of the above services and cost drivers for each.

Individual tasks related to the duty:

- Assist program owners with the presentation and explanation of rate changes to Rate Committee and State Budget Office, including impact on departmental appropriations.
- Provide updates to managers, program directors, and FS leadership regarding compliance with federal cost recovery balances. Provide supporting documentation to Federal and State auditors regarding activity and balances.
- Work with developing strategies to address compliance issues when/if balances exceed Federal allowable working capital limits.
- 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.
- Analyze and provide advice on estimated adoption and usage of new services by agency clients.
- Propose service rates or other cost recovery methods needed to program owners, OCTO executives and FS Management for recovering costs to provide the new service. Implements and monitors new methods if adopted.
- 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 are sufficient to cover the costs of providing those services. Recommend and implement changes in planned spending and/or service rates as needed.

Duty 3

General Summary:

Percentage: 5

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

Individual tasks related to the duty:

- Ensure expenditures are coded to the correct SIGMA coding elements. Identify miscoded expenditures and provide correct coding, monitor capital asset depreciation to project future expenditures for replacing assets, and research purchases to ensure correct coding is applied as necessary
- Respond to requests for information or assistance from program management, executive leadership, state budget office, or other state agencies.
- Participate in 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
- Reconciling network services billing data to revenue.
- 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 analysis that will determine the viability of a new service and present results to program owners, OCTO executives and FS Management. The employee also reviews personnel decisions and purchasing requests that exceed the budget for services in the scope of this position. This position provides input / data for Requests for Proposal (RFP) related to services in scope of this position, which has statewide impact. The employee determines / recommends the proper accounting treatment related to transactions impacting the Information Technology (IT) Internal Service Fund (ISF) by following Governmental Accounting Principles, State of MI policies, and Generally Accepting Accounting Practices (GAAP).

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. Changes in accounting treatment for transactions should be reviewed with supervisor and/or the Office of Financial Management (OFM).

18. What kind of physical effort is used to perform this job? What environmental conditions in this position are physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Most 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):

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|---|--|
| <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 budget preparation and monitoring, rate development, and financial reporting for programs under the Chief Technology Officer, including CTO Executive, Enterprise Architecture, Business Operations Support Services, and Network Divisions within the Chief Technology Officer Bureau

This position is responsible for coordinating budgetary needs for assigned OCTO divisions. 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 prepares financial and budget statements and monitors projections throughout the fiscal year to ensure the assigned divisions operate within budget and are compliant with Federal Cost Allocation principles.

This position needs to proactively learn / understand the business operations of assigned divisions to provide input needed for rate development and service initiatives; this employee needs to stay abreast of technology upgrades / improvements that impact how the services deliver solutions.

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, program owners, FS leadership, and OCTO 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.
6. Preparing Rate Presentation materials to be presented / reviewed by the Rate Committee.
7. 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 one or a combination of the following: accounting, finance, or economics.

EXPERIENCE:

Financial Specialist 13 - 15

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 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.

Ability to innovate, willingness to challenge current processes, process improvement skills and advanced data analytical skills are desired.

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