

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

Position Code 1. FINCALTAB70N

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Fire Services
4. Civil Service Position Code Description Financial Analyst-A	10. Division Fire Marshal
5. Working Title (What the agency calls the position) Financial Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor FORRO, JOSEPH, A. STATE OF ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HUGHES, THOMAS, M. DIRECTOR	13. Work Location (City and Address)/Hours of Work 611 W OTTAWA ST; LANSING, MI 48915 / 8:00-5:00

14. General Summary of Function/Purpose of Position

This position serves as the recognized resources for financial aspects of the Bureau of Fire Service, Storage Tank Division, along with financial monitoring of Firefighter Training grant funding and makes payments for the bureau. This includes providing financial information as requested, interpretation of rules and regulations for Proof of Financial Responsibilities for Storage Tanks, monitoring revenues, and providing advice and direction to division staff to ensure compliance with policies and procedures: This position also provides financial management of state funds passed through to local units of government as grants for the Firefighter Training Program. This position also assists in the completion and review of FOIA requests as required by statute as part of a Continuous Quality Improvement program and serves as the backup for FOIA processing.

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

Serve as the recognized resource for Proof of Financial Responsibility: reviewing insurance documents from facility owners for compliance with storage tank rules and regulations for approximately 6,400 UST facilities

Individual tasks related to the duty:

- Analyzes corporate financial/insurance documents to determine compliance with rules and regulations.
- Review and evaluate insurance policies for accuracy.
- Notify owners if there is incomplete/inaccurate information on the documents.
- Runs reports and analyzes information once fees are entered into Accela.
- Is the resource for questions regarding the proof of financial responsibility from staff and facility owners.
- Reviews letters of credit, financial statements regarding self-insurance.
- Review bond ratings for surety bonds.
- Review financial internal controls for the storage tank program. Makes recommendations for changes.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 30

Serve as the Bureau SIGMA Expert, Monitor Firefighter Training funding, time keeping, reconciles all credit card payments for the bureau and miscellaneous projects, serve as purchase card holder.

Individual tasks related to the duty:

- Process Bureau payments in SIGMA for ATT, Staples, FFTC, TC, and other bureau specific bills which include smoke detectors for the MI prevention program.
- Run reports and balances the Fire Fighter Training divisions 2.3 million dollars paid to fire departments for training each year.
- Prepare requisitions, DOs, and other procurement document types as needed.
- Act as a liaison with finance regarding procurement issues.
- Approve time for bureau staff.
- Initiate storage tank refunds in SIGMA and Accela.
- Calculate the figures used for the annual report, which is given to the legislature, for the Firefighter training grants.
- Reconcile payments in SMOKE with SIGMA and identify SIGMA/ SMOKE related report issues.
- Utilize the Centralized Electronic Payment and Authorization System (CEPAS) to review, apply and balance daily credit card payments for the entire bureau.
- Import Accela, CEPAS and the Sigma reports into the Access Database to compare and identify inconsistencies.
- Research the inconsistencies and glitches to either apply or refund the payments.
- Report all inconsistencies to finance to ensure the payment is credited to the correct account.
- Report and follow up on all refunds made in CEPAS to finance.
- Serve as purchase card holder.
- Other duties as assigned.

Duty 3

General Summary:

Percentage: 20

Review and evaluate FOIA submissions for accuracy as well as ensuring information not required by statute is appropriately redacted. This position serves as the back up to the primary FOIA staff member.

Individual tasks related to the duty:

- Responsible for the calculation and oversight of costs associated with requests for information and for ensuring timely processing of materials approved for dissemination for FOIA's.
- Audit 30% of the FOIA's before they are sent out part of a continuous quality assurance program.
- Ensure timely responses occur according to statutory provisions and requirements.
- Assist in the development and update of procedures and training related to the FOIA function.
- Maintain frequent communication and interaction with support and other staff regarding needed training to ensure that procedures are understood and followed.

Duty 4**General Summary:****Percentage: 10**

Serve as the Expert on Storage Tank Fees and renewals.

Individual tasks related to the duty:

- Oversee storage tank revenues
- Reviewing storage tank internal controls involving financial transactions (separation of duties).
- Generate monthly UST Renewals, AST invoices, UST certificates. Make sure they are issued in a timely manner.
- Reconcile and post payments into Accela.
- Generate manual invoices for inspectors and owners.
- Research past due facility balances.
- Answer questions about fees from owners and inspectors.
- Prepare fees adjustments/refunds in Accela/SIGMA.
- Finding Accela issues and work with DTMB developers regarding Accela fee issues and ACA fee issues.
- Answer customers questions regarding the Citizen Portal.
- Review and analyze storage tank abilities for receiving payments from owners.
- 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.

Decisions made determining fees eligibility. These decisions affect revenue and impact the storage tank program fund balances. Review owner's insurance for compliance and determine if they are compliant. This decision determines if an owner's facility can be red tagged for noncompliance.

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

Requests from staff to diverge from usual division policy regarding fees, facility expiration dates and letters of credit, system related issues and solutions.

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 sitting at a desk, using a calculator, looking at a computer monitor, and using a computer mouse for long periods of time and entering data in Accela, SIGMA, SMOKE Excel Spreadsheets

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?

The person in this position must be able to access and utilize the State's electronic accounting system and provide analyses and summaries of complex financial data. Able to apply knowledge *of state* accounting principles for use in monitoring financial transactions. This person must be able to develop spreadsheets to monitor appropriations, contracts, and expenditures. This person must be able to process work assignments (review payment requests, authorize reimbursements, etc.) in accordance with accepted accounting principles, the state budget process, and department accounting procedures. Manage purchases using an issued purchase card for the Bureau. Work with staff in the unit, division, and department accounting section on procedures and corrections of accounts.

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

Updating PD due to vacancy

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

The function of this work area is to review and analyze Financial Responsibility insurance documents, manage the fees received and collect on the ones not received. Make bureau-wide payments and manage the 2.3 million funds distributed to fire departments yearly. Do quality assurance audit for FOIA's. Balancing daily.

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 business administration with a major in finance, accounting, or a related field.

EXPERIENCE:

Three 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 P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of generally accepted accounting principles and practices, cost accounting and cost funding procedures.

Knowledge of Department financial procedures, state budget process, appropriations, and year-end accounting.

Knowledge of office practices and ability to use a computer database program on computer to maintain financial control and accounting records.

Ability to collect and organize data, prepare financial reports, and present accounting data in a clear and understandable manner.

Ability to communicate effectively with others

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

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