

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

This position description serves as the official classification document of record for this position. Please complete this form 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
Vacant	Transportation
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Highway Operations
4. Civil Service Position Code Description	10. Division
Financial Analyst 9/10/P11	Office of Operations Administrative Services (OAS)
5. Working Title (What the agency calls the position)	11. Section
Financial Analyst	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Jason McCallister, Departmental Manager-3 (14)	Budget and Financial Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Liz Wilson, State Administrative Manager-1 (15)	425 W. Ottawa Street, Lansing, MI 48933 OR approved alternate work location 8AM-5PM (M-F) Hours may vary via approved AWS
14. General Summary of Function/Purpose of Position	
<p>This position serves as the financial analyst performing systematic reviews and providing analyses, interpretations, and/or evaluations of budgets, trends, and other financial and operational data. This position identifies and recommends appropriate action regarding budgetary activities as well as provides documentation and information regarding the cost of doing business. This position reviews, evaluates, and makes recommendations for improvements and provides documentation, follow-up, and recommendations for internal controls. This position serves as a financial and budgetary analyst and liaison for Highway Operations and is responsible for research and evaluation related to the associated budgets, expenditures, and operations. This position also provides analytical and operational support for and under the umbrella of Office of OAS core functions and other duties as assigned.</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 of Duty 1 **% of Time** 40

Serves as a financial analyst.

Individual tasks related to the duty.

- Participate in the development and implementation of budgets and expenditures including tracking and monitoring of budget and expenditures and making financial projections.
- Provide analysis, interpretations, and/or evaluations of budgets, business trends, and other financial data relative to the impact on delivery/field services programs.
- Perform cost and data extraction; operational and program reviews; and develop and provide reports on program area budgets and expenditures for Highway Operations.
- Analyze, assess, compute, report, and make recommendations on historical data and financial projections.
- Participate in, prepare and perform analyses, and make recommendations on the budgetary processes including planning and development, allocation and distribution, tracking and monitoring, and reporting.
- Serve as resource and liaison for department and Highway Operations transaction coding.
- Review budget requests for conformance with in alignment with department and program direction.
- Utilize computer applications, software, and report writing including but not limited to: EXCEL, SIGMA, Business Intelligence, and Business Objects.

Duty 2

General Summary of Duty 2 **% of Time** 40

Serve as a financial and budgetary liaison for Highway Operations and responsible for research and evaluation related to the associated budgets, expenditures, and operations.

Individual tasks related to the duty.

- Perform research and cost/benefit analyses to determine "cost of doing business" and potential efficiencies.
- Research, compile, and prepare data for financial studies including reporting out on financial standing, fiscal responsibility, historical data, compatibility, and potential for long-term commitment.
- Evaluate legislative bills for their program and fiscal implications and recommend disposition.
- Interpret and analyze budget recommendations and program policies and summarize results for management.
- Interpret federal and state regulations to make recommendations on policies/procedures related to fiscal and operational issues, such as cost reporting and reimbursement of activity and costs eligible for federal reimbursement.
- Review, evaluate, and make recommendations on contracts, agreements, memos of understanding, and other related documentation. Review for compliance with department policies, procedures, and strategic plan.
- Prepare requests for legislative appropriation (including, but not limited to, current service baseline and proposal for change requests); legislative appropriation transfers, and supplemental appropriations.
- Provide training to program areas on transportation systems/programs that monitor and track costs.
- Coordinate communication to program areas on financial/budgetary department policies, procedures, and processes.
- Develop and provide administrative and program reports and make recommendations on appropriate coding.
- Liaison with pertinent financial/budgetary personnel both internal and external to the department.
- Facilitate and coordinate year-end closing and develop documented procedures.

Duty 3

General Summary of Duty 3

% of Time 20

Provides analytical and operational support for and under the umbrella of Office of OAS core functions and other duties as assigned.

Individual tasks related to the duty.

- Provide analytical and reporting support and serve as back-up for office core functions/areas.
- Prepare and final procedures and desk reference manuals related to the position and related programs.
- Represent the OOAS management at meetings and conferences as needed.
- Participate in and/or facilitate the Operations Budget Team and also assist on items and initiatives as directed by management. Serve on various teams to coordinate and resolve operational issues as well as assess operations and methodologies for process and program improvement.
- Assist and participate in the review, analysis, and reporting relating to audit reports and/or audit report recommendations.
- Participate in and prepare internal control assessments.
- Present reports and make effective presentations both verbally and in writing.
- Participate and make recommendations for process improvement opportunities.
- Foster a cooperative working relationship with Region, Bureau/Division, Office, and OOAS personnel.
- Assist, participate in, and/or lead special projects.
- 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.

Resolve day-to-day operational financial and budgetary facilities issues. Whenever possible, identify and recommend enhancements and improvements, and as approved, implement 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 or have no precedence, decisions impacting significant budget issues or significant organizational changes, etc.

18. What kind of physical effort is used to perform this job? What environmental conditions is 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 personal computer and on the phone. Ability to travel and maneuver while performing the duties associated with the job. Ability to communicate with a wide diversity of individuals at all levels both internal and external to the department. Ability to travel throughout the state with overnight stays when necessary.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

- | | |
|---|--|
| <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?

Serves as the financial analyst performing systematic reviews and providing analyses, interpretations, and/or evaluations of budgets, trends, and other financial and operational data. This position identifies and recommends appropriate action regarding budgetary activities as well as provides documentation and information regarding the cost of doing business. This position reviews, evaluates, and makes recommendations for improvements and provides documentation, follow-up, and recommendations for internal controls. This position serves as a financial and budgetary analyst and liaison for Highway Operations and is responsible for research and evaluation related to the associated budgets, expenditures, and operations. This position also provides analytical and operational support for and under the umbrella of Office of OAS core functions and other duties as assigned.

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 Office of OAS is responsible for administering and overseeing complex and multiple operations and projects. The Office is responsible for administrative and operational support to Highway Operations statewide. This includes Highway Operations Executive, Regions, Highway Operations Lansing Bureaus and Divisions, Office of Business Development, Office of Organizational Development, and Office of OAS. The Office's primary responsibilities are in the areas of budget and audit liaison for Highway Operations statewide and department-wide for fleet and facilities administration and operations, and workforce programs. This position serves as a financial analyst and as a financial and budgetary liaison for Highway Operations and is responsible for research and evaluation related to the associated budgets, expenditures, and operations. This position also provides analytical and operational support for and under the umbrella of Office of OAS core functions and other duties as assigned.

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 Analyst 9-no specific type or amount required, but experience with financial and budgetary analyses is preferred.

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:

Knowledge of financial management principles and practices; program planning and budgeting; principles and practices of financial analysis; financial data sources including periodicals, manuals, and reports; and State of Michigan and department policies, procedures, practices, and protocol. Ability to quickly assimilate a variety of oral and written data to analyze facts and draw logical conclusions; collect and interpret information, apply criteria, and make recommendations; efficiently and effectively utilize computer applications, software, and report writing such as EXCEL, ACCESS, PowerPoint, SIGMA, Business Objects, and Business Objects; maintain records and prepare reports and correspondence related to the work; work independently with limited supervision as well as part of a team; be well organized and communicate effectively orally and in writing; effectively communicate and work with others at all levels of the organization; work under tight deadlines; maintain confidentiality and composure; project a professional image; and foster positive employee and team relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.