

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. FINSPL2

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 ATY GNRL CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Criminal Justice
4. Civil Service Position Code Description Financial Specialist-2	10. Division Financial Crimes Division
5. Working Title (What the agency calls the position) Financial Specialist 13	11. Section
6. Name and Position Code Description of Direct Supervisor STINEDURF, KRISTEN; ATTORNEY ADMINISTRATOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor TETER, SCOTT L; ATTORNEY ADMINISTRATOR-3	13. Work Location (City and Address)/Hours of Work 525 W. Ottawa St. Lansing, MI 48909 / Monday -Friday: 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

The function and purpose of this position is to serve as a financial specialist in the department to provide forensic financial review and analysis of financial records in complex investigations and prosecutions under the Cannabis Regulatory Authority MOU. The position entails working independently in a high-volume environment to plan, organize and perform the work as assigned. The position also requires the ability to work with attorneys and investigators to answer questions and explain work product, and to provide clear and accurate expert testimony in court concerning work product.

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: 70

Coordinate and perform complex financial investigations, special projects, analyses and/or assignments as directed by the First Assistant and Division Chief.

Individual tasks related to the duty:

- Determines parameters of assignment by review of that being requested and/or material being provided.
- Reviews evidence in Cannabis financial investigations.
- Examines financial records, including but not limited to those records obtained from financial institutions, state entities, and businesses, to determine whether indicia of criminal activity exists.
- Performs complex forensic financial analyses in financial criminal and civil forfeiture cases, special projects, and assignments.
- Conducts forensic audits of the suspect individual and/or suspect business's financial records.
- Requests investigative assistance as needed, if complainant or suspect dictates the need for additional information and/or suspect interviews.
- Produces investigation reports and financial analysis documenting the results of the investigation/analysis.
- Provides reports in visual formats such as pie charts, bar graphs, or similar formats as requested by attorneys or investigators.

Duty 2

General Summary:

Percentage: 20

Determine restitution amounts in Cannabis cases and other financial crime cases.

Individual tasks related to the duty:

- Verify State of Michigan losses through analysis of the defendant's financial records that corroborate alleged sales, request investigators to obtain additional information as necessary and examine relevant financial documents or other materials as necessary.
- Present State of Michigan restitution amounts at sentencing hearing through reports summarizing findings and expert testimony. 75% of this position's time spent on each duty will be devoted to Cannabis cases handled or managed by the Financial Crimes Division, and 25% of this position's time will be devoted to other complex financial crimes cases being investigated and prosecuted by other divisions within the Criminal Justice Bureau.

Duty 3

General Summary:

Percentage: 10

Provides clear and accurate expert testimony and evidence in state court in complex Cannabis cases and in other financial crime cases.

Individual tasks related to the duty:

- Summarize findings of forensic financial analysis into easily understood documents that can be admitted into evidence in court.
- Present findings of forensic financial analysis as an expert witness in a professional manner, and in a manner that is easily understandable to individuals who have limited or no background in the fields of finances or accounting. 75% of this position's time spent on each duty will be devoted to Cannabis cases handled or managed by the Financial Crimes Division, and 25% of this position's time will be devoted to other complex financial crimes cases being investigated and prosecuted by other divisions within the Criminal Justice Bureau.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Provide accurate fact and opinion evidence in court proceedings. Review of investigations for final recommendations.

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

Final decisions relative to civil or criminal case investigations, prosecutions, or case closure. Final recommendations re State of Michigan restitution allocation.

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.

Job duties are generally performed in an office and require the use of general office equipment. Frequently lift and/or carry evidence boxes, record center boxes, filled with hard copy paper files weighing in excess of 20 lbs. Due to the desk type job, there are long periods of sitting in the same position for extended periods of time at a computer terminal.

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):

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

It provides specialized financial expertise and assistance in investigations and litigation and conducts financial inquiries and reviews involving financial issues in Cannabis and other financial crime cases.

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

N/A-New position.

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

The work area provides financial expertise to the investigative section in active investigations or complaint reviews as well as to the legal section in litigation, including testimony if necessary.

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 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.

Alternate Education and Experience

Financial Specialist 13 - 15

Possession of a Certificate in Public Accounting (CPA) may be substituted for one year of Financial Analyst P11 experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience in allocating and tracking costs. Ability to work in diverse professional environment. Working knowledge of white-collar fraud schemes and practices. Ability to testify in court.

CERTIFICATES, LICENSES, REGISTRATIONS:

CPA or CFE, or both.

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.

HANNAH KOENIGSKNECHT

7/14/2025

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