

**State of Michigan
Civil Service Commission**

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

Position Code

1. FINSPL2B79N

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 MDHHS-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Economic Stability Administration (ESA)
4. Civil Service Position Code Description Financial Specialist-2	10. Division
5. Working Title (What the agency calls the position) Financial Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor ; Senior Executive Administrative Assistant Deputy Director	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; SENIOR DEPUTY DIRECTOR 20	13. Work Location (City and Address)/Hours of Work 235 S. Grand Avenue, Lansing MI / 8:00 A.M. to 5:00 P.M., Monday - Friday

14. General Summary of Function/Purpose of Position

This position serves as the financial specialist for Economic Stability Administration. This position has the primary responsibility for advising and making recommendations to the ESA Director, Deputy Director, BSC Directors and managers of FIP, FAP, SER, LIHEAP, Medicaid, Employment and Training, or any other public assistance programs administered by the Michigan Department of Health and Human Services. This position is also responsible for management and analysis of all assigned appropriations, both programmatic and administrative.

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

Monitor program and administrative appropriations, manage budget issues, and use discretion regarding problem resolution and recommend solutions for issues.

Individual tasks related to the duty:

- Develop and recommend report formats for monitoring and control of Public Assistance program and administrative expenses.
- Monitor the status of all Public Assistance appropriations, identifying problems and determining whether problems need management attention or are to be resolved at the staff level.
- Advise ESA Deputy Director and all Public Assistance program directors of potential over/under expenditure problems related to appropriations on their area of responsibility and propose corrective action.
- Establish and maintain close working relationship with staff from the department's Financial Operations Administration, Accounting Division, Office of Contracts and Rate Settings, Office of Quality Assurance and Internal Controls, and various outside agencies to find appropriate resolutions to problems.
- Recommend budgetary, policy and legislative changes as necessary to resolve outstanding financial issues.
- Respond to inquiries from and provide information to Executive Office staff, legislative staff, other government and private entities as needed.
- Provide ad hoc reports to managers on specific accounts of interest.

Duty 2

General Summary:

Percentage: 30

Develop, plan and carry out a variety of fiscal and program analysis.

Individual tasks related to the duty:

- Review and interpret periodic projections of expenditures.
- Compile and evaluate information from the Report Access Program (RAP) which contains the department's financial records.
- Identify emerging program and budget issues, preparing analyses in response to anticipated needs.
- Develop methods to analyze and evaluate the financial impact of a broad range of program policy initiatives.
- Evaluate proposed legislation for its fiscal and program implications and recommend department's position on such proposed legislation.
- Independently develop expenditure projections for Public Assistance administrative and program appropriations.
- Analyze various reports and data sources for use in fiscal planning.
- Compile and maintain fiscal data for historical reference and future decision making.
- Represent Public Assistance Directors at monthly financial management and coordination meetings.
- Work in conjunction with federal reporting and cost allocation to ensure federal funds are expended appropriately to reduce opportunity for lost funding due to ineligibility.
- Complete quarterly verification of appropriation and expenditure reports for Public Assistance.
- Complete monthly verification of personnel accounts to ensure proper coding of staff. Follow up with problem resolution as needed.
- Provide consultation to managers and staff on specific issues to ensure internal controls are upheld.
- Develop and maintain account coding structure for all Public Assistance programs and modify as needed.
- Provide ad hoc reports to managers and direction on proper accounting and procurement procedures.

Duty 3

General Summary:

Percentage: 10

Participate in the development and preparation of annual budget requests.

Individual tasks related to the duty:

- Work with ESA directors and department's Budget Division to establish current baseline budget requests.
- Work with ESA directors in establishing and follow through on spending plans for each program area.
- Provide and interpret data as needed for budget development
- Prepare cost analyses of policy alternatives for management.
- Coordinate financial analyses and policy recommendations with the department's Budget Division.
- Prepare and review budget enhancement and cost reduction proposals.
- Review and propose boilerplate language related to appropriation for the department's annual budget bill

Duty 4

General Summary:

Percentage: 20

Administration and Management

Individual tasks related to the duty:

- Consult with and advise the program directors on all budget related matters.
- Serve as a resource to staff on requirements and resources of MAIN and RAP system.
- Recommend fiscal policies and language for private sector contracts or inter agency agreements. Create these agreements and pass on for appropriate signatures.
- Review and analyze procurement procedures. Work the DHHS and DTMB Office of Purchasing to ensure information is current and division is in compliance. Make recommendations as appropriate.
- Monitor accounts and complete reports as needed for contracts and inter agency agreements.
- Periodically review administrative funding needs with all ESA directors.
- Based on knowledge of financial resources and department priorities, prepare requests for annual allocation of department funds for contractual services, supplies and materials, equipment, staff, training and travel within different appropriations
- In consultation with the ESA directors, assist in the creation of budgets for each program.
- Research funding alternatives to meet unanticipated administrative needs.
- Create accounting structures to properly record expenditures within each program.
- Keep all ESA directors informed to any anticipated special issues.
- 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.

Establishment/abolishment of account coding for all ESA Public Assistance program areas.

Independent judgment is exercised in determining options available and best course of action on accounting processes and procedures for expenditures and appropriations.

Interpreting administrative and program policies to determine most appropriate course of action.

Develop and present spreadsheets to managers and provide professional advice.

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

Supervisory review is used for program issues that exist outside financial responsibilities.

Signatory authority is needed.

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.

Typical office environment.

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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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Position description has been prepared by management.

23. What are the essential functions of this position?

Advise the ESA – Public Assistance Directors in the preparation of budget requests and appropriations, monitoring of all ESA – Public Assistance appropriations.

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

updated to reflect name change of FOA to ESA

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

This position reports to the Senior Executive Administrative Assistant Deputy Director of ESA and assists the program directors in carrying out their programs within available financial resources.

ESA – Public Assistance includes Cash Assistance, Food Assistance Program, Employment and Training, Medical Assistance, and State Emergency Relief.

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 accounting, finance, and economic courses.

EXPERIENCE:

Four years of professional experience equivalent to a Financial Analyst; including two years equivalent to a Financial Analyst P11 or one year equivalent to a Financial Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles of economics and public finance

Knowledge of financial data sources including periodicals, manuals, and reports

Knowledge of financial management principles and practices.

Ability to collect and interpret information, apply criteria, and make recommendations

Ability to maintain records and prepare reports and correspondence related to the work.

CERTIFICATES, LICENSES, REGISTRATIONS:

n/a

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.

n/a

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
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