

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

Position Code 1.

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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Financial Services
4. Civil Service Position Code Description Financial Analyst 9-P11	10. Division Information Technology Finance & Accounting
5. Working Title (What the agency calls the position) Financial Analyst 9-P11	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 Elliott-Larsen Building, 320 S. Walnut St., Lansing, MI / 8:00 a.m. – 5:00 p.m. Monday – Friday (may vary)
14. General Summary of Function/Purpose of Position This position is responsible for budget preparation, monitoring, and financial reporting for programs within the Chief Technology Officer Division. It supports tracking approximately \$73.5 million in technology spending and helps provide financial information for RFP processes. Key duties include reviewing personnel and purchase requests, tracking expenditures and revenues, and identifying routine budget issues. The position prepares simple financial summaries and communicates information to program staff and management. Good customer service and communication skills are important for working with program managers and agency budget staff.	

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. Analyst is responsible for budget preparation and monitoring, and financial reporting for programs under the Chief Technology Officer Division, including CTO Executive, Enterprise Architecture, Business Operations Support Services (BOSS), 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: CTO Executive, Enterprise Architecture, Business Operations Support Services, and Network Divisions within the Chief Technology Officer Bureau.
- Review and approve planned program expenditures including personnel and purchasing transactions.
- Prepare quarterly and/or monthly financial statements for the following programs: CTO Executive, Enterprise Architecture, BOSS and Network Services.
- Conduct regular budgetary discussions with program managers.
- 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 revenue based on budget spending patterns, and revenue from customer usage of service.
- Review and reconcile service billings; ensure all amounts due are collected timely and follow up with agencies and programs on any outstanding reimbursements.
- Monitor and report production expenditures for the following programs: CTO Executive, Enterprise Architecture, Business Operations Support Services, and Network Divisions within the Chief Technology Officer Bureau.

Duty 2

General Summary:

Percentage: 30

Business Case Analysis: Analyzes projected costs and agency usage for network services to advise program managers and financial services managers and the executive team. Reviews cost and usage estimates for existing IT services.

Individual tasks related to the duty:

- Review business cases and gather information regarding operational expenditures and revenue for the new service.
- Analyze projected expenditures and agency usage for new service to ensure the projected revenues meet the costs of providing those services.

Duty 3

General Summary:

Percentage: 5

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

Individual tasks related to the duty:

- 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.
- Assist in reconciling Network service and billing data.
- 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 whether new services are implemented. The employee also may reject hiring or purchasing requests that do not conform to the program's budget. 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):

- | | |
|---|--|
| <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 programs. 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 needs to proactively learn / understand the business operations of network services 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, and 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 Analyst 9

No specific type or amount is required.

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 budget development processes, cost models, business case analysis, advanced Excel, information systems and/or accounting software. Strong financial analytical skills required. 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