

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

Position Code 1. FINCALTEF96N

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description FINANCIAL ANALYST-E	10. Division Assessment, School Improvement, and Systems Support
5. Working Title (What the agency calls the position) Financial Analyst	11. Section Office of Educational Supports
6. Name and Position Code Description of Direct Supervisor VANG, SHOUA; FINANCIAL MANAGER-4	12. Unit Financial
7. Name and Position Code Description of Second Level Supervisor ARCHIE-EDWARDS, CORINNE E; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W ALLEGAN ST. LANSING, MI 48933 / Monday - Friday, 8:00 AM - 5:00 PM

14. General Summary of Function/Purpose of Position

This position serves as the financial analyst in the Office of Educational Supports (OES). The financial analyst performs a variety of professional financial analyst duties including analyzing, reviewing, and maintaining data to calculate allocations for federal and state formula grant programs. The position works to support the distribution of over \$890,000,000 in federal and state funds to local education agencies, intermediate education agencies, and charter schools. This position provides financial assistance and knowledge pertaining to federal and state regulations governing the allocation of funds. This position provides financial assistance on the allocation and application processes and procedures within the OES Financial Unit. This position will analyze and support the expenditure process for grant funds including reviewing the draw down process for federal funding and analyze financial data related to office spend plans.

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: 60

Provide financial assistance and analyze legislation pertaining to the allocations for federal and state formula grant program funds to local education agencies, intermediate education agencies, charter schools, and state agencies for the programs administered by the office. Analyze and support the expenditure process for grant funds.

Individual tasks related to the duty:

- Review, calculate, and analyze federal and state grant funding formulas, allocations, and expenditures.
- Review grant spending plans based on legislative requirements and analyze funds available for administration.
- Analyze data queries and programs using Statistical Analysis Software (SAS) and Excel.
- Review and analyze computer allocations and databases of the grant allocations/awards to school districts/agencies.
- Provide financial assistance in the federal grant allocation process.
- Review legislative bills for fiscal implications related to OES.
- Prepare data related reports and correspondence.
- Coordinate and collaborate on allocation and application processes and procedures within the OES Financial Unit.
- Prepare information and reports related to audits as needed.
- Collaborate with Office of Financial Management and OES management on the monitoring and grant processes related to drawing down federal funding.
- Support the fiscal unit manager with analyzing data related to office spend plans.
- Analyze financial policies and procedures.
- Identify allocation issues and discuss suggestions with supervisor.
- Provide assistance to local education agencies, charter schools, and state agencies related to grant funds.

Duty 2

General Summary:

Percentage: 25

Work in coordination with department staff to review and analyze data needed for the calculation of allocations for OES programs.

Individual tasks related to the duty:

- Analyze and review data needs for computing allocations.
- Document and review data collection procedures.
- Coordinate with OES staff and management to respond to requests for information and answer questions.
- Maintains level of security when entering financial data.
- Review and evaluate financial data related to OES programs.
- Participate in the designing of methods to review errors and data reports.
- Provide assistance and support when data needs and problems arise, suggests potential solutions.

Duty 3

General Summary:

Percentage: 10

Monitor and ensure the consistency of allocation and approval information in the NexSys system. Analyze and correct system errors.

Individual tasks related to the duty:

- Analyze allocation and approval information in NexSys.
- Compare NexSys amount uploads and approvals to identify errors.
- Upload corrections to NexSys.
- Work in coordination with OES staff and school districts to identify problems and correct errors.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

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

Review and support the analysis of federal and state legislative language for allocations of funds to local school districts, charter schools, intermediate school districts and state agencies. Analyze data pertaining to the calculation of allocations and expenditures for OES programs. Analyze the disbursement of grant funds between eligible educational agencies and MDE administrative funds.

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

Decisions that extend across organization lines of authority.

Decisions that would affect policy or require supervisor or director approval.

When policies and guidelines are unavailable or unclear.

Politically sensitive or involve legislature or policy.

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 is performed primarily in a sitting position and requires an extensive amount of time working on a computer.

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?

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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 function of the Office of Educational Supports is to fulfill the Department's leadership and administrative responsibilities for the programs in the consolidated application and related school improvement initiatives. This position serves as the financial analyst responsible for analyzing, reviewing, and maintaining data to calculate allocations for federal and state formula grant programs, grant spending plans, and the reconciliation of allocations and approval information in NexSys.

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 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 program planning and budgeting.
- Knowledge of financial data sources including periodicals, manuals, and reports.
- Knowledge of the principles and practices of financial analysis including the computation and application of the liquidity, operating and price-earnings ratios commonly used in financial and investment analysis.
- Ability to quickly assimilate a variety of oral and written data, (i.e., legal, social, economic, etc.) to analyze facts and draw logical conclusions.
- Ability to collect and interpret information, apply criteria, and make recommendations.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License is preferred.

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.

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