

State of Michigan
Civil Service Commission

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

Position Code

1. BUREAADM

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations
4. Civil Service Position Code Description State Bureau Administrator	10. Division
5. Working Title (What the agency calls the position) Assistant Deputy Director/Chief Financial Officer	11. Section
6. Name and Position Code Description of Direct Supervisor HAMP, JULIE; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WASHINGTON, HEIDI; DIRECTOR	13. Work Location (City and Address)/Hours of Work GVP 206 E. Michigan Ave Lansing MI 48909 / M-F 8am - 5 pm

14. General Summary of Function/Purpose of Position

This position functions as the department Chief Financial Officer and as the Assistant Deputy Director (ADD) of the MDOC Budget and Operations Administration Bureau of Fiscal Management. This position directs the operations of the Bureau of Fiscal Management which includes responsibility for the oversight and administration of all departmentwide activities relating to accounting, financial reporting, budget/projections, purchasing/contracts, auditing/compliance, internal controls, assets, and grant reporting. These responsibilities encompass the Budget and Projections Division, the Financial Operations Office, and the Procurement, Monitoring, and Compliance Office. As Chief Financial Officer, this position serves as the key financial advisor and collaborates closely with the BOA Deputy Director, Director, and Executive Policy Team members to provide comprehensive financial operations support for departmental projects and legislative requirements. The Bureau of Fiscal Management plays a central role in advancing the department's mission by providing strategic leadership and oversight of the Budget and Projections Division, the Financial Operations Office, and the Procurement, Monitoring, and Compliance Office.

This position leads the development, implementation, and monitoring of the Department's annual budget, as well as the accurate and timely year end book closing activities. This position develops department policy and procedures for the financial aspects of MDOC operations and ensures compliance with the State of Michigan Financial Management Guide (FMG) and Generally Accepted Accounting Principles (GAAP). Additionally, the position provides essential oversight for the procurement of goods and services through a robust contract monitoring system, oversees all internal and external audit functions to ensure fiscal accountability and compliance adherence to contract terms and conditions.

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: 30

Direct the operations of the Budget and Projections Division ensuring budget goals and objectives of the Director and BOA Deputy Director are planned and prioritized.

Individual tasks related to the duty:

- Establish priorities and provide direction and leadership to the division to accomplish goals and objectives as determined by the Director and BOA Deputy Director.
- Provide current and accurate reports on the financial status of the Department to the Director and designees as requested.
- Direct the development of the annual fiscal year executive recommendation including current services baseline, investments, reductions, and internal technical adjustments. Ensure items and programs are accounted for as determined by MDOC executive leadership.
- Direct the development and approved spending plan levels for each appropriation within the Department, including the coordination of the approval of variations from spending plans throughout the fiscal year.
- Oversee the monitoring of the financial status of the Department throughout the fiscal year including revenue and expenditure projection reports for all appropriations and make recommendations for appropriation supplements and transfers based on projection reports.
- Meet and communicate with the State Budget Office regarding budget matters and funding decisions.
- Attend appropriation legislative hearings to support the Director and the departments legislative liaison.
- Meet with appropriation unit managers to review spending plans and monitor spending levels.

Duty 2

General Summary:

Percentage: 30

As Chief Financial Officer, direct the operations of the Financial Operations Division ensuring the accuracy of all accounting, financial reporting, and budget transactions, as well as compliance with the State of Michigan Financial Management Guide (FMG) and Generally Accepted Accounting Principles (GAAP).

Individual tasks related to the duty:

- Responsible for the continuous development, operation, and maintenance of all accounting systems and procedures for the department including SIGMA and COMS-Trust and Financial Reporting systems.
- Oversee year-end closing planning and processes ensuring accuracy and compliance with the DTMB Year End Closing Schedule.
- Responsible for the coordination and oversight of all Governmental Accounting Standards Board (GASB) implementations and ongoing monitoring and compliance.
- Responsible for the oversight of all financial audits including the Annual Comprehensive Financial Report (ACFR), Statewide Single Audit (SWSA), and other federal financial audits and the development of corrective action plans for any exceptions identified.
- Oversee grant applications and grant management to ensure compliance with federal and state grant requirements and grant financial reporting requirements.
- Provide reports and information to DTMB-Office of Financial Management and State Budget Office as requested.
- Provide oversight of prisoner accounting and Prisoner Benefit Fund financial reporting.
- Responsible for reporting of all department assets including warehouse inventory.
- Communicate and meet with SBO-Office of Financial Management (OFM) regarding accounting and financial reporting for the department.
- Implement processes and procedures to improve the efficiency, presentation, accuracy, and overall financial health of the department.

Duty 3

General Summary:

Percentage: 30

Direct the operations of the Procurement, Monitoring, and Compliance Division which includes responsibility for purchasing and monitoring all the Department's contracts through a robust compliance structure adhering to DTMB guidelines and responsibility for the coordination of audits with Office Internal Audit Services (OIAS), Office of the Auditor General (OAG) audits, Internal Control Evaluation (ICE), MDOC Performance audits, and other compliance monitoring.

Individual tasks related to the duty:

- Procurement
 - Assures adherence to all purchasing Public Act policies and rules and regulations.
 - Oversees the competitive bidding process, signs Ad Board submissions.
 - Ensures PCard program is monitored.
- 2. Monitoring
 - Ensures MOUs and grants are reviewed and do not expire.
 - Ensures SLAs assigned on all contracts.
 - Ensures a Program Manager is assigned to contracts and receives training.
- 3. Compliance:
 - PREA audits completed and achieve 100% compliance.
 - Verifies timely completion of Performance audits & self-audits.
 - Metrics established on Collective Bargaining agreements
 - LARA Interagency agreements
 - HR Interagency agreements
 - PCard Audits
 - Liaison for Statewide Audits ensuring findings are discussed with leadership.
 - Internal Control Evaluation biennial process – meeting with Executive Policy Team for risk assessment evaluation. Verifies completion and submission to Governor.

Duty 4

General Summary:

Percentage: 5

Provides budget and financial guidance and support to the Director, Legislative Liaison, and Deputy Directors for critical budget meetings and decisions.

Individual tasks related to the duty:

- Provides budget information and advises the Director and Legislative Liaison during critical budget meetings with the Senate and House Fiscal Agencies and other Legislators which are an integral part of gaining support for the Department's budget, programs, and policies.
- Provide budget and financial information relative to legislative requests, annual budget hearings, and topics related to the Department's financial operations.
- Provide information as requested relative to financial operations of the Department.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Represent the department at various meetings and conferences including CFO Council meetings, SIGMA Communication meetings, and payroll user group meetings.
- Provide presentations and training related to budget and financial reporting.
- 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.

This position is responsible for making critical financial decisions that directly impact the departments operations. These decisions influence funding levels for various operating units, including identifying areas where budget reductions may be necessary, determining units that may require additional resources or positions, and implementing expenditure restrictions when appropriate. Additionally, the role is instrumental in evaluating which projects can be supported within existing resources and establishing project funding priorities. The decisions in this area include oversight of contracts that support all department administrations, CFA wardens, field offices, educational services, health care, and offender success programs. Decisions made in this role effect FTE staffing levels, resource projections, and play a key role in ensuring fiscal responsibility by preventing overspending or funding lapses.

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

Decisions on the final approval of department wide budget allocations or significant funding shifts that impact multiple operating units or programs. Authorization of major expenditure restrictions or reallocation of funds. Approval of new or substantially revised contracts with high fiscal or operational impact especially those involving sensitive or high-profile services. Personnel decisions involving executive level appointments, elimination of positions or significant changes to the organizational structure. Emergency funding decisions requiring deviation from established financial procedures.

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 operates in a fast-paced, high demand administrative environment that requires frequent decision making under pressure. The role involves managing complex tasks and addressing the needs of diverse stakeholders who may represent a wide range of viewpoints and require high level administrative expertise. The ability to manage competing priorities, tight deadlines and shifting organizational needs is essential. While most of the work is performed in an office setting, occasional travel for site visits may be required.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
ELLISON, TORI J	STATE OFFICE ADMINISTRATOR 17	JOHNSON, SHARENE Y	STATE OFFICE ADMINISTRATOR 17
WEISSENBORN, KEVIN J	STATE DIVISION ADMINISTRATOR 17		

Additional Subordinates

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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 functions as the department Chief Financial Officer and as the Assistant Deputy Director (ADD) of the MDOC Budget and Operations Administration Bureau of Fiscal Management. This position directs the operations of the Bureau of Fiscal Management which includes responsibility for the oversight and administration of all departmentwide activities relating to accounting, financial reporting, budget/projections, purchasing/contracts, auditing/compliance, internal controls, assets, and grant reporting. These responsibilities encompass the Budget and Projections Division, the Financial Operations Office, and the Procurement, Monitoring, and Compliance Office. As Chief Financial Officer, this position serves as the key financial advisor and collaborates closely with the BOA Deputy Director, Director, and Executive Policy Team members to provide comprehensive financial operations support for departmental projects and legislative requirements. The Bureau of Fiscal Management plays a central role in advancing the department's mission by providing strategic leadership and oversight of the Budget and Projections Division, the Financial Operations Office, and the Procurement, Monitoring, and Compliance Office.

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

New establishment.

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

This position is within the Budget Operations Administration and holds comprehensive responsibility for all financial, budgetary, projections, and procurement matters within the department. In addition to unifying the department's fiscal oversight, this position will centralize all audit functions - financial, internal, and external audits under a single administrator. This consolidation is designed to improve coordination, transparency, and efficiency in managing the department's financial operations and ensuring compliance with all applicable policies, procedures and regulations.

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.

EXPERIENCE:

