

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

Position Code 1. FINSPL2D28N
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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 Administration (BOA)
4. Civil Service Position Code Description Financial Specialist-2	10. Division Training
5. Working Title (What the agency calls the position) Financial Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BARR, RICHARD A; A/STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 8701 E M-36, Whitmore Lake, MI 48189 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position serves as the Financial Specialist for the Budget Operations Administration (BOA) Training Division, functioning as a subject matter expert in fiscal management and budgetary planning. The incumbent collaborates closely with BOA financial management staff to develop and monitor annual budgets and spending plans for the Training Division, including oversight of the Northern and Southern regions. Responsibilities include preparing routine budget projections, managing expenditures and revenues, and ensuring fiscal activities align with state policies and regulations. The position oversees procurement processes, ensuring compliance with DTMB and MDOC purchasing guidelines, and serves as a key liaison with external contractors, including food service, maintenance, and construction vendors. Additionally, the Financial Specialist ensures timely and accurate processing of payments and purchases, maintaining fiscal integrity and accountability across all Division operations.

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: 50

Serves as the financial expert for the MDOC Training Division, responsible for comprehensive financial management including budget development, forecasting, and fiscal analysis. Oversees preparation and monitoring of annual and multi-year budgets, evaluates revenue and expenditure trends, and ensures compliance with state financial policies and internal controls. Provides strategic recommendations to support operational goals, capital planning, and cost optimization. Maintains financial integrity through accurate reporting, variance analysis, and proactive risk management.

Individual tasks related to the duty:

- Monitor financial transactions and agreements to ensure accurate accounting, compliance with fiscal policies, and timely reimbursement of expenditures. Provide financial oversight and analysis to validate alignment with budgetary objectives.
- Provide financial analysis and cost evaluation during vendor selection processes to ensure fiscal responsibility and alignment with budgetary constraints by participating in Joint Evaluation Committees.
- Develop and maintain annual and multi-year budgets for the Training Division (North and South Regions), including forecasting revenue and expenditure trends to support operational goals.
- Prepare and recommend adjustments to spending plans based on financial performance, projections, and program priorities.
- Analyze revenue, expenditures, and monthly encumbrances to ensure accurate financial reporting and compliance with state accounting standards.
- Provide strategic financial recommendations to support capital planning and long-term maintenance initiatives, ensuring fiscal feasibility and alignment with budgetary objectives.
- Ensure programmatic and capital activities are properly accounted for within authorized spending plans and financial controls.
- Monitor expenditures against appropriations, advising management on potential overspending risks and recommending corrective actions.
- Prepare monthly and quarterly revenue and expenditure projections to inform decision-making and maintain fiscal accountability.
- Identify and implement internal controls and financial processes to ensure compliance with state policies and safeguard fiscal integrity.
- Analyze cost structures for food service operations at Green Oaks Training Academy (GOTA), ensuring pricing strategies and revenue collection align with financial objectives.

Duty 2

General Summary:

Percentage: 20

Manage and oversee financial operations for the Division, including procurement approvals, invoice certification, budget validation, and asset tracking, while ensuring compliance with state policies and fiscal accountability. Responsibilities also include financial reconciliation and encumbrance management to support accurate reporting and year-end processes.

Individual tasks related to the duty:

- Evaluate and authorize procurement requests to ensure alignment with budgetary constraints and compliance with MDOC and DTMB purchasing regulations.
- Review and certify vendor invoices for payment, verifying completion of services and receipt of goods in accordance with contract terms.
- Serve as Division Budget Approver in SIGMA, validating purchasing documents and ensuring fiscal accountability.
- Manage Division encumbrances, ensuring timely closure of completed obligations and identifying eligible encumbrances for year-end rollovers in compliance with state financial policies.
- Oversee capital asset inventory, ensuring accurate tracking, valuation, and reporting in accordance with state asset management guidelines.
- Conduct financial reconciliation of Division technology assets, ensuring expenditures are accurately recorded and aligned with budgetary allocations.

Duty 3

General Summary:

Percentage: 20

Maintain reports, datasets, program queries for specific/assigned program areas. Ensure that reports are maintained and available for distribution as required. Complete analysis of key financial data points to ensure spending requirements are maintained and properly allocated. Multiple data sources are required that include SIGMA, Business Intelligence, Business Objects. Provide significant and expert analysis of financial and program data to provide outcome-based information/reports.

Individual tasks related to the duty:

- Analyze total fiscal impact on Northern and Southern training academies and lodge, Central Office and the Department overall.
- Compile reports and related correspondence as requested from the data available.
- Compile the Department statewide vacancy report on a bi-weekly basis.
- Maintain SIGMA chart of accounts, reference tables, HRM accounting, etc.
- Develop Business Intelligence/Business Objects queries/reports.

Duty 4

General Summary:**Percentage: 10**

Special projects and other duties as assigned.

Individual tasks related to the duty:

- Assist DTMB technology in gathering information required for new projects that will impact Division employees.
- Assist and provide purchasing and financial training and support to Division staff.
- Complete annual required training.
- Participate in meetings and conferences for the Division.
- Other duties and projects 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 provides expert financial management and analysis to ensure program services are provided pursuant to Departmental standards, policies, and procures. Employee makes decisions to resolve day-to-day operational problems, and identifies, recommends, and implements improvements in purchasing and financial processes. This position must be able to work independently and structure own time.

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

Consultation with supervisor regarding requests that exceed spending plan or appropriation spending authority, on recommendations for changes in methods and procedures that have a department wide impact, and in the absence of existing policy or direction from the Financial Management Guide.

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.

Extensive computer work sitting for long periods of time, changing priorities and deadlines, and high stress levels. Year-end closing creates additional pressure due to the short amount of time allotted for the completion of year end tasks. Overnight travel to field locations for site visits, training, or conferences 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.**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 financial specialist position functions under limited supervision as the financial expert for Budget Operations Administration, Training division with a very high level of responsibility and financial expertise. This is a highly complex assignment requiring thorough knowledge of SIGMA-Financial, Business Intelligence/Business Objects, the Department, and Training, Academies both Northern and Southern. This position is responsible for the accurate budgeting, financial reporting, and financial analysis of the Training division appropriations and programs.

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 work area is responsible for managing the central accounting and financial reporting functions of MDOC. This includes monitoring revenue, expenditures, and balance sheet accounts for various funds under the authority of the department. This position serves as a staff financial specialist using knowledge of financial reporting, accounting, budget requirements, coding structure, cost allocation, and program business processes. Budget and Operations Administration oversees the budget and financial operations of the entire department.

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:

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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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of State automated accounting and financial management systems and the budget process, ability to use spreadsheet programs accurately, outstanding analytical abilities, excellent written and verbal communications, strong organizational and leadership skills, ability to deal with people at all levels, prominent personal and professional integrity, adaptability, professional appearance, high degree of initiative, and willingness to assume greater levels of responsibility.

**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.

N/A

I certify that the entries on these pages are accurate and complete.

KATLYN SAYLOR

1/12/2026

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

