

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

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
	Agriculture and Rural Development
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Food Safety and Animal Health
4.Civil Service Position Code Description	10.Division
Financial Analyst 12	
5.Working Title (What the agency calls the position)	11.Section
Financial Analyst	Bureau Services
6.Name and Position Code Description of Direct Supervisor	12.Unit
Loren Hilts, Financial Manager 14 Business Unit Manager	Business
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Nazneen Miah, State Administrative Manager 15 Bureau Services Section Manager	Lansing Office, 525 W Allegan St, Lansing 8:00am – 5:00pm and other times as needed. This position may offer some remote work upon agreed arrangements.

### 14. General Summary of Function/Purpose of Position

The MDARD Bureau of Food Safety and Animal Health is committed to protecting food and animal health to safeguard animal agriculture, the food supply, public health, and well-being. This position serves as the Financial Analyst and recognized resource supporting fiscal stewardship in the bureau's Animal Industry Division (AID), as follows:

- Recognized resource for the development of the operating budget as well as monitoring expenditure levels and analyzing the budget to provide accurate projections;
- Administers grants, contracts, and cooperative agreements;
- Oversees and coordinates financial functions such as purchasing, payment of supplies and services, year-end reporting/closing; and procurement staff oversight as needed, etc.;
- Develops various financial reports for a variety of audiences;
- Serves as the division's Travel Liaison; and,
- Represents the division and bureau at related meetings in areas of assignment.

The position is required to meet established quantity, quality and timeliness metrics.

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 of Duty 1**

**% of Time 35**

Serves as the Animal Industry Division's (AID) recognized resource responsible for tracking and making financial projections for division budgets.

**Individual tasks related to the duty.**

- Serve as AID finance lead responsible for the oversight of the division budget, including multiple fund sources and multiple special funding sources granted by the legislature.
- Analyze the financial impact of departmental programs.
- Work with division, bureau and department staff, to develop and maintain the budget for program areas including payroll costs, travel, vehicle, equipment supplies, contracts, maintenance, and assessments.
- Monitor expenditures and revenues for compliance with projections on a bi-weekly basis to identify problem areas, make recommendations, and work with management to implement appropriate corrective actions.
- Assist in preparing documents for monthly and mid-year division budget reviews and annual division reports.
- Prepare other financial documents such as bi-weekly spending plans, summary of expenditures in each program area, and comparison graphs of previous year and current year spending.
- Provide budgetary reports to Bureau Financial Manager, Division Director, Deputy Director, managers, and supervisors and meet throughout the year to discuss budget status.
- Assist with central budget office requests.

Duty 2

**General Summary of Duty 2**

**% of Time 25**

Serve as the recognized resource for reviewing, monitoring, and analyzing financial records related to the Animal Industry Division.

**Individual tasks related to the duty.**

- Monitor spending authority for available funding.
- Oversee the work of professional staff by reviewing procurement card purchasing, reporting and audits to ensure procurement procedures are followed for all purchases.
- Serve as AID's Procurement Card Coordinator and Budget Liaison.
- Oversee Biennial Internal Control Evaluation (BICE) process for AID to ensure completion of a Risks, Control Activities, and Monitoring worksheet (RCAM) for designated program areas.
- Establish and conduct audits of individual accounts (M5, VTS, cell phone bills, procurement billings, etc.).
- Review and process contracts and all billings (phone bills, grant payments, PCard billings, pink requisitions).
- Review and process procurement requisitions and payments for contracts, services, supplies and maintenance including review and approval of documents entered in SIGMA
- Research, analyze, recommend, and implement procurement procedures to achieve greater efficiency and cost savings.
- Perform year end closing duties to ensure proper recording of expenditures and revenues.
- Monitor current year budget and maintain bi-weekly spending plans.

Duty 3

**General Summary of Duty 3**

**% of Time 15**

Serve as the recognized resource for overseeing and managing grants and cooperative agreements for the Animal Industry Division.

**Individual tasks related to the duty.**

- Participates in the development and implementation of program budgets; tracks and makes financial projections for program budgets.
- Oversees the work of professional staff by reviewing work assignments, collaborating to ensure payments have been made on a timely basis and resolving related work problems with the Animal Welfare grants.
- Serve as financial analyst for the division's grants, contracts, and cooperative agreements. This includes directing the development and maintenance of these activities, working directly with division staff and contract vendors on contract and project development, and providing oversight for interaction with division staff and other governmental agencies relative to this process.
- Monitor agreement requirements for adherence to stated reporting and billing language. Contact appropriate representatives for conformance to objectives.
- Prepare financial reports on the status of funding to management staff.
- Process and review all grant payments.
- Review federal expenditures for grant eligibility.
- Assure reporting deadlines are met and progress reports are submitted in ezFedGrants on a quarterly basis.

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Backup Human Resources Liaison

**Individual tasks related to the duty.**

- Analyze the budget to provide accurate funding projections for hiring new employees or backfilling vacant positions to ensure sustainability of that position.
- Serve as back up to AID's Human Resources Liaison.
- Track and monitor continuing education and professional development allotments for all division staff and associated impacts to annual budget.
- Register division staff for all conferences, seminars, and training.

Duty 5

**General Summary of Duty 5**

**% of Time 10**

Division Travel Liaison

**Individual tasks related to the duty.**

- Serve as the Division Travel Liaison, ensuring state travel regulations are followed. This includes assisting staff with out-of-state travel.
- Research, analyze and prepare cost analysis for use in division spending plan and budget decisions.
- Work closely with the designated Bureau Vehicle Liaison to ensure the division's efficient fleet management and program cost effectiveness for division-specific operations including:
  - Consult on the division's vehicle management plan, division-specific fleet policy and practices, database maintenance, tracking and analysis for division vehicle activities such as monthly billings, service activity, driver information, and special accommodations.
  - Evaluation of division-specific fleet needs and planning.
- Compile, maintain and track billing reports, unit inventory reports and detail reports.

Duty 6

**General Summary of Duty 6**

**% of Time 5**

Other related duties and special projects as assigned.

**Individual tasks related to the duty.**

- Obtain and maintain appropriate training to effectively serve as the Finance Section Chief on Incident Management Teams.
- Serve as back-up SIGMA timekeeper (division-level approver for staff's bi-weekly timesheet submissions).
- Assist managers as needed with financial projections and with ad hoc reports.
- Special projects as assigned.

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

Decisions about developing and implementing division budget

Decisions about tracking and projecting division budget.

Decisions about administering grants and contracts.

Decisions about evaluating costs of program and equipment.

The decisions affect the operation of the division and the department.

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

Decisions that would change division or program policies and procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This is an office-based position. There will be some traveling to meetings both within walking distance and via a vehicle throughout the state.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

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?**

Yes.

**23. What are the essential functions of this position?**

- Prepare budgets.
- Monitor, track, analyze, and report division's financial status.
- Respond to division's vehicle and procurement needs.
- Oversee contracts and grants.
- This position functions as the financial analyst for the division.
- Acts as a liaison on budget, grants, travel, timesheet and staffing issues to MDARD and division staff, and various other state/federal agencies.
- Participates in the development of the division budget as well as monitors expenditure levels.

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

Backfill. The 12-level includes a higher level of responsibility for managing a more complex division budget due to unique program issues (disease outbreaks and related emergency response efforts), increased state and federal funding revenue and cooperative agreements to manage and track, increased expectations for serving as a Finance Section Chief for division and department Incident Management Teams, and oversight of the division's Biennial Internal Control Evaluation (BICE) process for multiple programs in the division to ensure completion of a Risks, Control Activities, and Monitoring worksheet (RCAM).

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

MDARD's Animal Industry Division (AID) is committed to protecting animal health to safeguard animal agriculture, the food supply, public health, and animal well-being. This position serves as the Financial Analyst for AID and supports the fiscal stewardship of the division. This position serves as the recognized resource for the development of the operating budget as well as monitoring expenditure levels and analyzing the budget to provide accurate projections; administering grants, contracts, and cooperative agreements; representing the division at meetings; and overseeing the work of division procurement. The position coordinates the financial functions of the division such as purchasing and payment of supplies and services, and the research and oversight of Travel Liaison responsibilities. This position will create various financial reports for a variety of audiences. In addition, this position will manage the year-end closing duties for the division.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

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 12**

Three 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 P11, Accountant P11, or Auditor P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of state and federal laws and legislative processes related to contracts, grants, and state budgets.
- Knowledge of fiscal and program planning and budgeting.
- Knowledge of financial management principles and practices.
- Ability to collect and interpret information, apply criteria, and make recommendations.
- Ability to communicate effectively with others
- Excellent verbal and written communication skills.
- Ability to quickly assimilate a variety of oral and written data (i.e. legal, social, economic, etc.) to analyze facts and draw logical conclusions.
- Experience in M5.
- Experience in SIGMA including Business Intelligence, Financial and HRM.
- Experience in using Adobe Acrobat, including combining documents, and to process payments.
- Experience in ezFedGrants system, including submitting applications and submitting quarterly progress reports.
- Experience in using Microsoft Excel.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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.***

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Supervisor's Signature

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Date**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

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Appointing Authority Signature

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Date**TO BE FILLED OUT BY EMPLOYEE**

***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.***

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Employee's Signature

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Date

**NOTE: Make a copy of this form for your records.**