

Position Code FINAMGR

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)
	Bureau of Food Safety and Animal Health
4. Civil Service Position Code Description	10. Division
<u>Financial Manager 15</u>	
5. Working Title (What the agency calls the position)	11. Section
Financial Manager / Business Unit Manager	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Tim Slawinski, Bureau Director State Bureau Administrator 18	Business
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Kathleen Angerer, Executive Office Deputy Director	Lansing, MI Monday – Friday, 8 a.m.-5 p.m. and as varied This position may offer remote work options.
14. General Summary of Function/Purpose of Position	
<p>This position provides financial management to the Bureau of Food Safety and Animal Health programs within the Michigan Department of Agriculture and Rural Development and provides first line supervision to the Business Section. The position is responsible for leading the development of the operating budgets as well as overseeing expenditure levels; administering grants, contracts, and cooperative agreements; advising management staff on all administrative activities pertinent to their area of responsibility; providing input on program planning and policy development; and representing the groups at meetings. This position oversees and coordinates the business process functions for the bureau such as budget, purchasing and payment of supplies and services, creates financial reports for varied audiences, and leads year-end closing of the bureau's budget.</p> <p>This position is required to follow established standard operating procedures and meet quantity, quality and timeliness standards for assigned work.</p>	

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 **50% of Time**

Budget Management / Fiscal Steward for all aspects of the bureau's budget, appropriations, revenue, and spending.

Individual tasks related to the duty.

- Serve as the bureau liaison by coordinating the preparation and maintenance of assigned budget information.
- Advise and communicate with management staff on all budgetary matters and day-to-day operational issues, leading the work with Bureau/Division Directors and program managers to prepare budgets for program areas including payroll costs, travel, vehicle, equipment, supplies, procurement and other expenses.
- Review budget requests for conformance with program goals and objectives, making recommendations for appropriate resource allocation.
- Oversee and authorize budget expenditures and reports as necessary.
- Direct and perform year end closing duties to ensure proper recording of expenditures and revenues.
- Develop annual budget request(s), current service baselines, budgetary allotment schedules and subsequent spending plans.
- Oversee procurement including equipment, services and supplies, and procurement / hotel card program.
- Provide analysis of financial issues and identify programmatic needs.
- Analyze ongoing program operations and recommends modifications of policies and procedures to meet commitments more effectively.
- Evaluate legislative bills concerning impact and implications of program areas within the operating groups.
- Prepare requests for legislative appropriation transfers and supplemental appropriations.
- Implement required solutions for budgetary adjustments.
- Assess, recommend and enter data for SIGMA or related system(s) including profile information, purchase orders, outgoing grant administration, journal vouchers and interagency billings.
- Oversee the annual preparation of the Bureau's budget development process which involves identifying and analyzing historical time and resource expenditures to determine adjustments needed to meet current goals, objectives, and resources.
- At the director's direction, interact and provide information to the Department of Management and Budget's Offices of Financial Management, the State Budget Office and the Legislature.
- Other duties as assigned by the MDARD's Central Budget Office.
- Serve on bureau, division and department committees and work groups to increase efficiency and provide operational perspectives.
- Represent department, bureau or division management, as needed.

Duty 2

General Summary of Duty 2 **35% of Time**

Manage and oversee staff and functions of the Business Unit.

Individual tasks related to the duty.

- Performance management, time and expense review and approval, staff mentoring and engagement.
- Coordinate activities, schedule work assignments and direct work for work unit functions such as procurement, budget, etc.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Identify staff development and training needs and ensure training is obtained.
- Assure Unit staff maintains required credentials, certifications and training.
- Plan, coordinate and train staff in financial analysis activities.

Duty 3

General Summary of Duty 3

10% of Time

Grants Management

Individual tasks related to the duty.

- Serve as financial administrator for the operating group's grants, contracts, and cooperative agreements;
- Direct the development and maintenance of these grant activities;
- Work directly with department staff and contract vendors on contract and project development;
- Provide oversight for interaction with operating groups and department 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.

Duty 4

General Summary of Duty 4

5% of Time

Other duties and special projects, as assigned.

Individual tasks related to the duty.

- Perform assignments and special projects as directed by the Bureau Director.

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

Independent decisions are made in management of operating group business section activities assigning and prioritizing work tasks; proper accounting practices and funding allocations.

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

When questions arise which may require interpretation of specific laws or regulations, deviations from established policies, or when an issue is highly sensitive, political, or requires legislative and/or media response.

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.

Supervisory duties necessitate a thorough knowledge of all aspects of bureau responsibilities. Office work includes lifting, kneeling, stooping, long periods of sitting. Field work may subject the supervisor to adverse environmental factors. May also be subject to volatile or hostile individuals in dealing with the public.

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>
Fidler, Carrie	Financial Analyst 12	Vacant	Financial Analyst
Stafanie Lewis	Accounting Technician 9		

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?

This position functions as the professional manager of the business section for the Bureau of Food Safety and Animal Health. Acts as a liaison on budget issues to department and bureau/division staff, industry, universities, environmental groups, and various other state/federal agencies, Assists management staff in the development of the overall operating group budgets as well as monitors expenditure levels, Advises management staff on all administrative activities pertinent to their area of responsibility, May assist as backup to other financial liaisons and may be asked to train other financial management positions within the department.

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

Backfill due to departure. This position now reports to the Bureau Director and is classified at the 15-level (The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction.). Primary change was merging former Duty 3 tasks into Duty 1 tasks. Adjusted now Duty 2 and 3 percentages slightly.

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

The unit manages and administers all budget, finance, and other administrative services and programs that ensure resources are available to complete objectives. This position directs section staff and advises bureau and division director/management staff in the areas of budget, position funding, administrative policy and procedure, and program development.

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 accounting, finance, or economic courses.

EXPERIENCE:

Financial Manager 13 - 15

Four 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 two years equivalent to a Financial Analyst P11 or one year equivalent to a Financial Analyst 12 or Financial Manager 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of training and supervisory techniques.
- Knowledge of employee policies and procedures.
- Knowledge of financial data sources including periodicals, manuals, and reports.
- Knowledge of mortgage financing, real estate valuation, and financial management principles and practices.
- Knowledge of the principles of economic and public finances.
- Knowledge of fiscal and program planning and budgeting.
- Ability to collect and interpret information, apply criteria, and make recommendations.
- 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 maintain favorable public relations.
- Ability to communicate effectively.
- Ability to supervise technical fiscal work involving reviews and evaluation, program development, and program planning and implementation.
- Ability to instruct, direct, and evaluate employees.
- Knowledge of problems in fiscal and program planning and operation.

CERTIFICATES, LICENSES, REGISTRATIONS:

Obtain and retain FDA Commissioning and Incident Command System training to the level of Finance Chief.

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.

Supervisor's Signature

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.

Appointing Authority Signature

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.

Employee's Signature

Date

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