

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 MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Public Health Administration
4. Civil Service Position Code Description Financial Analyst-A	10. Division
5. Working Title (What the agency calls the position) Grants and Contract Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor BELL, JAMES; STATE ASSISTANT ADMINISTRATOR-FZN	12. Unit
7. Name and Position Code Description of Second Level Supervisor LYON-CALLO, SARAH; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 333 S. Grand, Lansing, MI 48933 / M-F, 8am-5pm

14. General Summary of Function/Purpose of Position

Under the direction of the Office of Public Health Transformation (OPHT) Director, the Financial Analyst (FA) serves as the recognized resource responsible for overseeing the financial operations of the Public Health Infrastructure Grant (PHIG), including the Racial Disparities Task Force (RDTF) award and other associated grants. The FA develops and maintains financial policies and procedures for monitoring revenues, expenditures, and subrecipient spending. This position leads the preparation and analysis of program budgets, develops fiscal tools and monitoring systems, conducts forecasting and reporting, and ensures compliance with state and federal regulations. The analyst will provide orientation and training to OPHT staff on fiscal practices, serve as the liaison to the MDHHS budget, contracts, and grant accounting offices, and facilitate financial oversight for all assigned funding sources. As the subject matter expert, the FA provides guidance to OPHT leadership to support sound fiscal decision-making and accountability.

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

Recognized resource responsible for oversight over OPHT's financial operations and reporting systems for the Public Health Infrastructure (PHIG) Racial Disparities Task Force (RDTF) award and other assigned funding sources.

Individual tasks related to the duty:

- Develop budgets and budget narratives for new and ongoing projects; revise as needed based on funder guidance and programmatic priorities.
- Oversee the creation and implementation of financial policies and procedures for revenue, expenditures, and subrecipient monitoring across OPHT.
- Prepare monthly budget summaries, track expenditures, and perform fiscal projections to ensure alignment with spending plans and award timelines.
- Conduct account analysis and reconciliation; work with OPHT program staff to resolve errors or discrepancies.
- Serve as the liaison to MDHHS Grant Accounting, Contracts, and Budget Office to ensure timely and accurate budget submissions, modifications, and reporting.
- Develop and maintain internal fiscal tracking systems to monitor award spending, subrecipient activities, and staff time and effort reporting.
- Interpret and apply federal and state grant requirements; provide technical assistance to program staff to ensure compliance.
- Complete the financial sections of required federal and state grant reports; lead efforts to collect and validate supporting documentation.

Duty 2

General Summary:

Percentage: 30

This position will serve as the financial liaison between the OPHT and the MDHHS Grant Accounting, Contract, and Budget Offices to ensure the submission of accurate and timely budget data.

Individual tasks related to the duty:

- Work with the Office and other Department staff to assist subcontracts with proper budget development, management, and monitoring.
- Provide training and technical assistance to subcontractors as needed.
- Act as a liaison to the MDHHS-Grants and Contracts Office and others to understand and comply with policies and procedures that ensure the submission of accurate and timely information.
- Work with department staff on analyzing, tracking, and completing of financial reconciliation of program expenditures including internal financial reports and grant closeouts.
- Participate in any funder requests related to budget narratives or financial compliance.

Duty 3

General Summary:

Percentage: 10

Provide information, technical assistance, and education related to fiscal operations.

Individual tasks related to the duty:

- Maintains proficiency in Microsoft Office (Excel and Word), SIGMA, and E-GRAMS.
- In consultation with the OPHT Director and program staff, assess technical assistance needs relative to fiscal operations including but not limited to accounts payable, employee reimbursements, and subcontracts and payments to ensure quality assurance and compliance.
- Develop and provide technical assistance to address identified needs via in-service training and consultation.
- Attend staff meetings as needed.

Duty 4

General Summary:

Percentage: 10

Miscellaneous Duties as Assigned.

Individual tasks related to the duty:

- Other duties, task, responsibilities as assigned by upper administration.

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

Oversee the day-to-day financial operations of the statewide program, ensuring alignment with federal, state, and administrative policies, procedures, standards, guidelines, and reporting requirements. Independently interpret and apply regulations, develop program strategies, and implement process improvements to enhance program effectiveness. Directly respond to complex inquiries regarding program requirements, providing authoritative guidance to stakeholders, including state agencies, partner organizations, and the public.

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

- Decisions requiring specialized technical or program expertise outside the scope of this position.
- Documents prepared for upper management, federal reports or to report compliance.

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.

- Routine physical activities; traveling, standing, sitting, walking, reaching and bending.
- Long periods of sitting and computer work.
- Requires occasional travel throughout the state.
- In-state and out of state travel to conduct or attend trainings, site visits, conferences or meetings may be required.
- Driving/sitting in a car. Reliable transportation is 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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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 is responsible for compiling and analyzing financial data to support programs to assure compliance with federal and state financial rules regulations. Identify, review, and extract data to prepare reports and to monitor and track program activities.

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?

The position is nested in the new Office for Public Health Transformation in the Public Health Administration (PHA). PHA is responsible for combining a vast array of public health services in the state, facilitating services that promote health, prevent disease, and facilitating access to appropriate health care for all Michigan residents.

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 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:

As listed on the Civil Service job specification. In addition:

This person performs program and fiscal analysis on location of sub-recipients/grantees and works with program and/or Departmental staff to assist sub-recipients/grantees with proper budget development and management. Must have the ability to communicate well verbally and in writing with both technical and non-technical clients. Must have the ability to plan, organize and expedite projects on short timelines. Must have experience with Microsoft Word, databases such as Microsoft Access, and Excel. Some knowledge in desktop publishing, SharePoint, and presentation software. Must be able to work in an environment with deadlines and some ambiguity.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties require travel. A valid Michigan driver's license is required.

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.

None.

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

LIBERTY IRWIN

5/20/2025

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