

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) Environmental Health Bureau
4. Civil Service Position Code Description Financial Specialist-2	10. Division
5. Working Title (What the agency calls the position) Budget Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor GROETSCH, KORY J; STATE BUREAU ADMINISTRATOR	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 Avenue, Lansing MI / Monday-Friday, 8am-5pm

14. General Summary of Function/Purpose of Position

The Environmental Health Bureau (EHB) promotes and protects the health of people by using the best available methods for epidemiology, toxicology, and health education to identify exposures, investigate related health effects, and intervene with public health actions.

This position serves as the recognized Budget Specialist for EHB responsible for providing expert advice and recommendations related to EHB budgets for 3 major divisions and 2 offices that administer and oversee 32 environmental health programs. EHB has an annual budget of approximately \$155 million consisting of general, restricted, grant and federal funds.

The position is also responsible for leading budget development and providing high-level budget oversight, guidance, and direction to EHB programs, divisions and offices. The Budget Specialist at the bureau level provides for earlier advice and assistance in budget monitoring and decision-making by EHB leadership in managing complex funding sources. This position is also responsible for developing and updating budget policies and procedures for EHB, and monitoring, analyzing and responding to inquiries related to EHB appropriations.

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: 65

Staff specialist responsible for budget development and monitoring. Provides high level oversight, guidance, and direction to EHB programs, divisions and offices on budget development and monitoring.

Individual tasks related to the duty:

- Guides EHB divisions and offices in development of annual spending plans and budgets and reviews them for accuracy and completeness.
- Monitors, tracks and makes financial projections for EHB program, division and section budgets.
- Maintains comprehensive knowledge of all EHB funding sources.
- Provides expert advice on strategies and/or makes recommendations related to budget issues.
- Conducts regular budget meetings with EHB program staff, section managers and/or division directors to discuss the status of budgets and spending plans.
- Provides expert budget analysis and recommendations to EHB management.
- Reviews and approves division/office budget revisions made during the fiscal year to ensure conformance to program direction and recommends appropriate resource allocations.
- Reviews and provides analysis of budget status reports from the MDHHS Budget Liaison at regular meetings.
- Compares MPHI projections with budgets to identify any potential issues and makes expert recommendations on how to resolve them.
- Develops and recommends alternative strategies to address issues that arise with funding and/or coding of local/state/federal grants and contract documents.
- Interacts on a routine basis with other MDHHS bureaus, federal agencies, local units of government, local health departments, non-profit entities, and other state agencies on issues related to budgets/expenditures/grants/contracts and purchases.

Duty 2

General Summary:

Percentage: 20

Review, create and/or update budget policies and procedures.

Individual tasks related to the duty:

- Serves as the recognized fiscal specialist within EHB.
- Formulates governance procedures, policies and guidelines regarding budget development, spending plans, budget projections, and budget monitoring.
- Utilizes MDHHS financial computer programs and databases (EGRAMS, SIGMA, BI, etc.) to research, compile and prepare data.
- Provides final EHB approval of all federal grant budgets.
- Researches current federal grant requirements related to grant budgets (e.g., 2 CFR Part 200 and 45 CFR Part 75) to maintain comprehensive and expert knowledge of requirements.

Duty 3

General Summary:

Percentage: 10

Coordinate, analyze and/or provide expert budget information in response to legislative, Executive, or MDHHS management inquiries and/or related to EHB appropriations and funding sources.

Individual tasks related to the duty:

- Coordinates special projects, including those originating from legislative actions and supplemental appropriations.
- Participates in developing initial appropriation recommendations for EHB including analysis of baseline data and requests for budget changes.
- Monitors and determines fiscal impact of changes to appropriations from year to year, including executive orders or budget reductions.
- Provides financial information and coordinates program information in response to requests by House and Senate committees and sub-committees on EHB Appropriations.
- Analyzes information potentially affecting the EHB budget from various Executive, House, and Senate legislative bills for their program and fiscal implications and makes recommendations.

Duty 4

General Summary:

Percentage: 5

Other duties and special projects as assigned.

Individual tasks related to the duty:

- 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.

Decisions regarding budget projections, spending plans, calculations used to develop complex budget documents, spreadsheets and determining daily work priorities.

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

- Decisions requiring technical expertise outside the scope of this position.
- Materials prepared for distribution outside of EHB.
- Questions on appropriate actions to be taken in non-routine or emergency situations.
- Decisions on utilization of funding sources.
- Emergency purchasing requests.
- Responses to the Office of the Auditor General.
- Decisions that set a precedent.

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.

Physical effort is be typical of an office position, including computer work and some required in-person attendance at meetings. On occasion, work may be necessary outside of regular hours if necessary for the support of a response effort or project.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

Serves as a Budget Specialist for EHB by providing oversight of budget development and monitoring, spending plans, work projects and legislative appropriation information.

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?

EHB is responsible for promoting and protecting people's health by using the best available methods for epidemiology, toxicology, and health education to identify exposures, investigate related health effects, and intervene with public health actions. Its goal is to protect people, especially those who are most at risk, so they are aware of and can take actions to avoid environmental, chemical and physical hazards. The EHB Budget Specialist is responsible for developing, monitoring, and overseeing EHB's operating budget and ensuring that federal and state funds are properly spent.

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:

Employee

Date