

Position Code

1.

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
	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Financial Analyst A 12	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
Financial Analyst 12 – DWEHD Budget Analyst	Administration
6. Name and Position Code Description of Direct Supervisor	12. Unit
Sharon Roman, State Administrative Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Eric Oswald, Senior Management Executive 19	Constitution Hall, 525 W. Allegan St., Lansing Monday – Friday; 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource serving as the budget analyst for the Drinking Water and Environmental Health Division (DWEHD). This position is responsible for the development and ongoing monitoring of the internal budgets to ensure projected expenditures are in line with projected revenues, appropriation spending, and FTE limits. This position will participate in quarterly budget and fund balance reporting DWEHD managers and EGLE Finance Division, federal grant activities, journal voucher corrections, payroll corrections, and reconciliation of financial billings. This position is responsible for monitoring expenditures and revenues by querying and analyzing data to detect errors, investigate and correct errors, and develop processes to avoid future issues.

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** 80

Serve as the recognized resource serving as the budget analyst for DWEHD.

Individual tasks related to the duty.

- Serve as the budget analyst and provide technical expertise for assigned appropriations and funds within DWEHD assisting staff and management with budget questions and concerns.
- Manage the development and implementation of internal budgets prior to the start of the fiscal year that projects revenues and expenditures for the upcoming year by appropriate unit and by organizational unit.
- Analyze the financial impact of DWEHD programs by monitoring fund balances for DWEHD's restricted funds, including revenue and expenditure trends by program, ensuring compliance with Generally Accepted Accounting Principles, legislative program requirements, and all other applicable regulations and/or policies and making recommendations for change, as necessary.
- Analyze and evaluate financial information (i.e., revenues, expenditures, payroll, travel) in CEPAS, SIGMA, Business Intelligence, etc., monitoring actual revenues and expenditures in relation to budgets, ensuring entries have been accurately recorded against proper funding sources, and making recommendations for changes of misclassified items by submitting and/or directing staff to submit corrections (via SIGMA, journal vouchers, etc.).
- Monitor open encumbrances for contracts and grants. Work with grant analysts on any coding discrepancies identified. Determine appropriate use of carry forward authorizations and reversions.
- Analyze and evaluate program operations ensuring program planning and budgeting are in line with one another.
- Conduct analyses for the division's program goals, objectives, and operations ensuring program budgets can meet program needs and making recommendations for changes, as needed.
- Using SIGMA Business Intelligence, run audit queries assigned to the position. Analyze query results, perform necessary follow up, develop processes to avoid future problems, and assure necessary corrections are completed in SIGMA.
- Conduct analyses of SIGMA financial processes ensuring information in SIGMA is accurate and make recommendations to management when discrepancies arise.
- Serve as a recognized resource for section staff regarding SIGMA financial and SIGMA Business Intelligence, assisting with questions and issues.
- Reconcile electronic payments for both revenues received and fees incurred.
- Prepare quarterly budget and fund balance reports in preparation for meetings with division management and EGLE Finance Division.
- Provide section managers with quarterly updates of budget status for their respective section. Participate in quarterly budget review meetings with division management.
- Maintain records and prepare reports and correspondence, including quarterly budget and fund balance reports.
- Maintain tracking of journal vouchers, payroll corrections, interagency billings, etc. Reconcile entries against SIGMA.
- Perform year end closing activities as required to meet deadlines as determined by EGLE and the MDOT Accounting Service Center.
- Reconcile DWEHD revenue against DWEHD databases and EGLE Accounts Receivable system and SIGMA.
- Track Division revenues on a regular basis, to identify revenue trends and anomalies.

Duty 2

General Summary of Duty **% of Time** 10

Monitor and maintain SIGMA profiles for DWEHD.

Individual tasks related to the duty.

- Create and assign location codes as needed.
- Determine when modifications are needed to existing accounting templates and accounting profiles due to funding or other changes. Request updates as needed.
- Maintain consistent coding assignment and naming methodology that aligns with the division's determined structure.
- Analyze and approve billings from other state agencies and DWEHD for appropriateness.
- At year end, closely monitor all operating appropriation and fund balances. When abnormalities and/or over-expenditures occur, conduct detailed investigations and quickly address situation.

Duty 3**General Summary of Duty 4 % of Time 10**

Perform other miscellaneous functions as necessary and/or requested by section manager or division director.

Individual tasks related to the duty.

- Perform other special projects as requested by management.
- Provide back-up to other section analysts.
- Maintain records, prepare reports, and conduct correspondence as requested.

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

Decisions that are not controversial. The decisions affect DWEHD budgets and spending plans and management's ability to make programmatic decisions.

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

Supervisor input is required for responses to requests for information that may have an adverse impact on programs or have the potential to set a precedent and for issues that are complex, highly sensitive in nature, or controversial.

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 position exists in a general office setting. Long periods of sitting and working at a computer are required. The position requires the ability to handle light filing, communicate with individuals through a variety of mediums including phone, computer e-mail, and face to face meetings. There are times when it is required to work beyond normal work hours and through breaks. Deadlines and due dates must be met.

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?

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

Updating PD for backfill purposes. Removed Duty 2 (Review Water Infrastructure Asset Management Plans budgets) as that duty is no longer performed by this position. Increased the percentage of Duty 1 by 20% due to the removal of Duty 2.

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

The Administration Section provides a wide range of administrative services and planning functions for the division, including budget, accounting, personnel, payroll, purchasing, federal grant administration, information technology services, and other various support activities. This position will assist with internal budget development and oversight of other financial duties designed to ensure the fiscal integrity of the division.

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:

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:

- Skills in Microsoft Office applications, specifically Excel and data analysis are required for this position as well as tactful, clear, written, and verbal communication skills.
- Thorough knowledge of program budgeting.
- The ability to maintain confidentiality of the work area is required.
- A strong customer service orientation is necessary.
- Very high attention to detail.
- SIGMA and Business Intelligence are desirable but not required.

- Excellent organizational skills are required in order to stay on top of deadlines, provide appropriate follow-up and handle the multitude of tasks and staff it will be supporting.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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