

1. Position Code

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Michigan Department of State Police
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Field Support Bureau
4. Civil Service Classification of Position Financial Analyst (Trainee) 9-P11	10. Division Emergency Management and Homeland Security Division
5. Working Title of Position (What the agency titles the position) Financial Analyst	11. Section Financial Management and Audit Section
6. Name and Classification of Direct Supervisor OLSZESKI, ERIN; FINANCIAL MANAGER-3	12. Unit Financial Administration Unit
7. Name and Classification of Next Higher-Level Supervisor WISLEY, LYNN; FINANCIAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale MI 48821 Monday through Friday, 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

This position is responsible for providing financial oversight and/or monitoring of the Homeland Security Grant Programs (HSGP) federal grants in regions 2, 3, and 7. This position will serve as a financial analyst in the Grants and Financial Management Section within the Emergency Management and Homeland Security Division (EMHSD). This Analyst is responsible for providing financial oversight and monitoring federal grants administered by the Michigan State Police. This position will follow procedures for federal grants to perform fiscal monitoring, review and reconciliation of reimbursements, report grant activities, ensure payments receive correct coding and maintains grant expenditure files. Other duties will include assistance with other aspects related to the administration of federal program funding of their assigned grants and emergency disasters including compliance with applicable regulations, guidelines, and policy.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 – 65 % of Time

Collect, monitor, analyze, and maintain data necessary to meet requirements of the grants. Conduct detailed reviews of financial information to determine reimbursements are compliant for public assistance grants, hazard mitigation grants, pre-disaster grants and homeland security grants financial policies.

Individual tasks related to the duty.

- Maintain fiscal and monetary spreadsheets for each grant.
- Track and monitor project awards and Federal Emergency Management Agency (FEMA) obligations.
- Reconcile detailed financial information and review reimbursements for the Homeland Security, Emergency Management Program, and recovery grants.
- Ensure correct coding is used on all grant reimbursement payments submitted.
- Provide guidance on any pending reimbursement expenditures.
- Ensure all Public Assistance grants follow the VAYGO (Verify As You Go) requirements set by FEMA.
- Develop procedure guidelines for the maintenance, reconciliation, and reimbursement of data.
- Manage grant files, spreadsheets, and databases.

Duty 2

General Summary of Duty 2 – 20 % of Time

Analyze Homeland Security grant financial requirements, recommend and write policies and procedures and assist with the design, maintenance, and updates to spreadsheets used in administering the grant programs.

Individual tasks related to the duty.

- Coordinate the design and update of spreadsheets and databases used in tracking assigned grant programs.
- Responsible for the integrity of financial data for reporting and payment of grants.
- Create, maintain, and update fiscal procedures for grants.
- Analyze and follow fiscal procedures of federal grants and of specific project types.
- Review and approve financial payments.
- Interpret current and proposed laws and policies and procedures related to assigned financial grant programs.
- Assist with audits as necessary.

Duty 3

General Summary of Duty 3 - 5% of Time

Provide assistance with questions and back-up duties.

Individual tasks related to the duty.

- Assist at year-end with entering federal financial reports.
- Assist as a back-up for invoices and receivers.

Duty 4

General Summary of Duty 4 – 5% of Time

Provide guidance to local government jurisdictions and local emergency management programs regarding the financial requirements associated with Homeland Security grant programs and attend meetings and/or training as necessary.

Individual tasks related to the duty.

- Facilitate trainings for grant recipients regarding financial requirements of grant awards.
- Present trainings at Statewide Homeland Security Conference.
- Attendance at District or Regional meetings.
- Assist jurisdictions with reimbursements as needed.
- Provide exemplary customer service to local programs.
- Participation in Division and other training opportunities.
- Other duties as assigned.

Duty 5

General Summary of Duty 5 - 5% of Time

Provide support to the division during activation of the State Emergency Operations Center (SEOC) for disaster or emergency drills, exercises, and actual events.

Individual tasks related to the duty.

- Perform emergency support functions in the SEOC during disaster emergency drills, exercises and actual events as assigned or as required by the Incident Command System and in accordance with standards set forth by the National Incident Management System (NIMS) and the National Response Plan (NRP).
- Cross training with other EMHSD staff.
- Temporary assignments with FEMA or other state and local agencies.
- Assist with federal disaster declaration activities.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

The employee in this position makes judgment calls on the completeness of project applications, reimbursement requests, and answers questions about Homeland Security and other grant program funding raised by local, state, federal and private organizational representatives. The types of decisions that are made by this position are determined by or under the direction of the Unit or Section Manager. The impact of independent decisions would be minimal due to supervisory or coordinated guidance.

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

Grant reports and revisions must be reviewed and approved by supervisor. Issues involving changes in Division policy must be reviewed and approved by supervisor. Referrals for investigation or to audit unit must be reviewed and approved by supervisor.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Physical effort includes daily reading, typing, and discussion on the telephone and in person, occasionally speaking in front of groups, carrying boxes of written materials to meetings and classes, and driving or flying to meetings. Some lifting, bending, carrying, walking, etc. is expected in this position. During a disaster, this position may have to work out of the State Emergency Operations Center or in a Joint Field Office established by FEMA. Such offices are typically uncomfortable and lack privacy. This position is required to be available to work in times of emergency.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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. My responsibility for the above-listed employees includes the following (check as many as apply):

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

21. I certify that the above answers are my own and are accurate and complete.

_____ Signature _____ Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?
Yes.

23. What are the essential duties of this position?

This position provides support to the Financial Management and Audit Section in the maintenance of reports for specific regions within the state for the Homeland Security Grant Program, Non-Profit Homeland Security Grant Program, Public Assistance, Disaster Assistance, and Hazard Mitigation grants. Specifically, large packets of information (receipts for expenses, contracts, etc.) are reviewed after the Subject Matter Experts (SMEs) by checking calculations before payments are made in the system as well as draws are requested from the Federal government. Reconciliations are done monthly with locals who requested reimbursement after being approved by FEMA as eligible under the grant award. This position also backs up the other Financial Analyst in the unit who is assigned the remaining regions within the state.

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

None

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

This position is in the Financial Management and Audit Section of the Michigan State Police, Emergency Management and Homeland Security Division. This section receives and administers federal grant funds from the Federal Emergency Management Agency, Federal Department of Transportation, and the Department of Homeland Security. The Michigan State Police, Emergency Management and Homeland Security Division has the legislative responsibility to prepare state and local governments, private businesses, and the public for managing the consequences of natural disasters and terrorist events, including homeland security. Local governments are required to respond during the first crucial hours in an event and state government has a responsibility to help prepare those first responder agencies with the knowledge to save lives and property.

26. In your opinion, 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 9

No specific type or amount is required.

Financial Analyst 10

One year 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 9, Accountant 9, or Auditor 9.

Financial Analyst P11

Two 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 10, Accountant 10, or Auditor 10.

ALTERNATE EDUCATION AND EXPERIENCE:

Financial Analyst (Departmental Trainee) 9

Educational level typically acquired through completion of high school and two years of experience as an Accounting Technician E9 and/or 10, Account Examiner E10 and/or 11, Account Examiner Supervisor 12, or Office Supervisor 9-10 (with the bookkeeping subclass code); or, one year of experience as an Account Examiner Supervisor 13, or Office Supervisor 11-12 (with the bookkeeping subclass code). Educational Substitution College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

Educational Substitution-

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be self-directed and possess excellent problem-solving and time management capabilities and operate within strict fiscal time constraints. Must possess highly developed written and verbal communication skills. Must possess high level analytical and organizational skills. Ability to manage multiple priorities and heavy workloads.

CERTIFICATES, LICENSES, REGISTRATIONS:

Professional Emergency Manager (PEM) designation is required. (May be obtained following appointment).

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

27. 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

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

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

Appointing Authority's Signature

Date