

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STDIVADMI81N

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Investments (BOI) - Trust Accounting and Operations Bureau
4. Civil Service Position Code Description State Division Administrator	10. Division Operations Division
5. Working Title (What the agency calls the position) Operations Administrator	11. Section
6. Name and Position Code Description of Direct Supervisor STOUT, KAREN M; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRACKENBURY, ROBERT L; SENIOR DEP CHIEF INVEST OFFCR	13. Work Location (City and Address)/Hours of Work 2501 Coolidge Road, 4th Floor, East Lansing, MI 48823 / M-F 7:00am - 4:00pm

14. General Summary of Function/Purpose of Position

This position acts as the Operations Administrator providing overall planning and direction to the Operations Division of the Trust Accounting and Operations Bureau, which is responsible for the multi-billion dollar settlement activities of all securities purchased, sold, or matured for the State of Michigan Retirement System Fund, the State Treasurer's Common Cash Fund, and various agency and trust funds. This position also directs and oversees the multi-million dollar daily cash control functions associated with trading and income cash funds; it oversees accounting transaction preparation functions associated with the limited partnership investment activities and corporate capital change activities; and is responsible for the accounting systems input functions for various systems, including the investment detail accounting system and the State's general ledger accounting system.

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: 30

Plan, organize, coordinate and direct the overall activities of the Operations Division.

Individual tasks related to the duty:

- Establish policies, goals and objectives for the Division.
- Evaluate staffing levels and determine needs.
- Conduct staff meetings to discuss operating problems, technical programs and investment activities.
- Recruit and hire new employees; counsel employees; prepare budgets and vulnerability studies.
- Ensure all yearly performance evaluations are completed on time.
- Oversight of investment trading system.
- Recommend best practices within the Division and ensure staff is properly trained.

Duty 2

General Summary:

Percentage: 25

Direct and coordinate the Division's operational activities, accounting practices, policies, procedures and functions.

Individual tasks related to the duty:

- Direct the formulation and revision of operational procedures and activities.
- Coordinate the establishment and evaluation of internal controls and practices.
- Review and evaluate staff performance of work assignments and activities for compliance with established policies, procedures and deadlines.
- Coordinate and oversee audit requests.

Duty 3

General Summary:

Percentage: 25

Direct and control investment compliance procedures for outside investment advisors, brokers and other departments; and municipalities' loan repayment compliance procedures.

Individual tasks related to the duty:

- Establish and control investment settlement procedures.
- Determine and control interface with outside custodians.
- Establish and control emergency municipal loan repayment procedures.
- Review for accuracy and direct payments of external manager advisory fees.
- Prepare ad hoc reports as requested by superiors.

Duty 4

General Summary:

Percentage: 15

Directs and coordinates work activities of staff and coordinates the completion of special projects.

Individual tasks related to the duty:

- Coordinates completion and reviews special accounting and/or portfolio management reports.
- Researches and implements new accounting procedures and practices required for new investment strategies.
- Monitors and coordinates the processing and accounting of multi-million dollar State loans to various municipalities.
- Reviews and coordinates the preparation and issuance of various reports pertinent to the Bureau's investment functions.
- Evaluates and verifies completed work assignments to assure accuracy, completeness and proper authorizations.
- Acts as the investment trade system manager.

Duty 5

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

- Perform various accounting-related duties as requested by the Chief Investment Officer, Deputy Chief Investment Officer, or Investment Division Managers.
- Other duties and/or special project as assigned.

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

- Establish procedures and policies for processing and accounting for investment strategies.
- Recommend best practices and ensure compliance with GASB and internal control functions.

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

- Modification of custodial agreements with custodian banks and/or change of custodian banks.
- Changes to staffing levels or staffing organization.

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.

Sitting at desk with significant telephone and computer usage, reading and occasionally standing and walking in an office environment. Occasional travel 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
RICHARDS, ANGELA L	ACCOUNTANT MANAGER-4 15	FLOWNEY, BRANDON L	FINANCIAL ANALYST-A 12

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> 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, no exceptions.

23. What are the essential functions of this position?

To provide overall planning and direction for the Operations Division's operational activities, including settlement activities of securities for the State of Michigan Retirement System, the State Treasurer's Common Cash Fund, and various agency and trust funds.

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

New position.

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

The Operations Division provides investment trust services to the investment divisions in the Bureau of Investments and to other State agencies and departments. It is responsible for the daily direction of the cash flow process, preparation of accounting transactions, processing investment transactions, and posting general ledger transactions. The Operations Administrator is responsible for overall planning and direction of the Division's operations.

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.

Desired: 21 semester hours or 32 term credits in accounting is highly desirable.

EXPERIENCE:

State Division Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Division Administrator 17

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of State and Federal laws related to investments.
- Thorough knowledge of generally accepted accounting principles and investment methodologies.
- Knowledge of departmental procedures, policies, and goals.
- Ability to communicate effectively with others.
- Ability to maintain confidentiality.
- Considerable knowledge of effective management skills, labor relations, public relations, planning, developing, and administrating investment accounting programs.
- Considerable knowledge of spreadsheets.
- Desired: Knowledge of eFront software.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

CARLA JENKS

5/15/2026

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