

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> OFFICE OF REVENUE AND TAX ANALYSIS
<b>4. Civil Service Position Code Description</b> STATE DIVISION ADMINISTRATOR	<b>10. Division</b> TAX ANALYSIS
<b>5. Working Title (What the agency calls the position)</b> DIVISION DIRECTOR	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> BUSSIS, ERIC J; STATE BUREAU ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> WEST, AMANDA; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 430 W. ALLEGAN STREET, LANSING MICHIGAN / MONDAY - FRIDAY, 8 AM TO 5 PM
<b>14. General Summary of Function/Purpose of Position</b>	
<p>The Administrator of the Tax Analysis Division within the Office of Revenue and Tax Analysis provides strategic leadership and oversight for Michigan's primary fiscal estimating and tax research unit. The Division's mission is to deliver accurate, timely, and transparent fiscal estimates and tax analyses that inform decision makers, strengthen public policy, and support responsible state financial management.</p> <p>This position ensures the Division produces expert fiscal and revenue analysis across all areas of Michigan taxation. The Administrator directs a team of economists responsible for delivering high-quality fiscal and legislative analysis, maintaining analytical rigor, and meeting critical deadlines.</p> <p>The Tax Analysis Division is a highly specialized unit that provides essential analysis and recommendations to the Governor, State Treasurer, and State Budget Director. The Administrator defines work objectives, establishes priorities, and directs the work of subordinate staff to ensure the Division meets its statutory and policy responsibilities.</p> <p>Key staff responsibilities include preparing legislative fiscal analyses, producing estimates of proposed tax legislation, and completing mandated reports.</p> <p>The Administrator represents Treasury in presenting fiscal analysis to a wide range of stakeholders, including executive branch leaders, legislators, legislative staff, and the House and Senate Fiscal Agencies. The role demands strong analytical leadership, clear communication, and the ability to translate complex tax and fiscal issues into understandable insights for policymakers.</p>	

**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**

Ensure all fiscal estimates and tax analyses are accurate, timely, and transparent. Manage a team of economists to ensure the efficient development of statutorily required reports, tax accruals, fiscal analysis, and other reporting.

**Individual tasks related to the duty:**

- Develop, organize, and direct all tax analysis functions to support Treasury's fiscal and policy responsibilities.
- Manage all tax analysis and reporting activities, ensuring accuracy, consistency, and alignment with departmental and statutory requirements.
- Plan, oversee, and guide the preparation and presentation of fiscal analyses and tax policy evaluations for the Bureau Director, State Treasurer, Governor, Legislature, and the public.
- Supervise and evaluate staff work products, including fiscal reports, analytical documents, and data tables, to ensure they meet departmental standards and support required reporting.
- Ensure all analytical outputs are high-quality, accurate, and clearly communicated, with content tailored to both technical and non-technical audiences.
- Oversee staff training and professional development in tax policy and ensure team members maintain subject-matter expertise across their assigned tax areas.
- Manage, monitor, and ensure compliance with all statutory reporting obligations assigned to the section.

**Duty 2**

**General Summary:**

**Percentage: 25**

Supervise the Tax Analysis staff by scheduling work assignments, setting priorities, and reviewing/monitoring work assignments. Ensure appropriate labor relations and personnel policies and procedures are maintained. Take corrective and disciplinary action as appropriate. Evaluate employee performance through the review of the completed work assignments and work techniques. Develop and set policies and procedures for the work area.

**Individual tasks related to the duty:**

- Mentor, cross-train, and develop staff; identify training needs and oversee annual training plans.
- Assign work, set priorities, and manage staff to ensure timely, high-quality reporting.
- Provide oversight and direction to achieve bureau goals aligned with Treasury's strategic objectives.
- Oversee the development of business plans, policies, initiatives, and performance metrics.
- Implement improved administrative processes and support continuous operational enhancements.
- Manage workflow, track assignments, and review completed work for accuracy and clarity.
- Develop performance objectives, evaluate staff performance, and provide ongoing coaching and feedback.
- Lead recruitment, selection, and succession planning efforts, ensuring equal employment opportunity.
- Address personnel matters, including counseling and disciplinary actions, as needed.
- Maintain and update written procedures to support efficient and effective operations.
- Conduct staff meetings to discuss priorities, challenges, and project status.
- Perform routine supervisory duties, including approval of leave and coordination of schedules.

**Duty 3**

**General Summary:**

**Percentage: 10**

Analyze tax proposals and pending legislation, develop tax proposals and draft proposed legislation. Assist in required reporting on taxation and policy. Present analysis and tax research.

**Individual tasks related to the duty:**

- Write detailed papers explaining the economic effect and reasons for the proposal as well as the impact on taxpayers.
- Review or prepare bill analyses.
- Testify before Legislative Committees.
- Draft amendments or revisions to pending legislation.
- Assist with the completion of annual studies including the reports on Tax Credits, Deductions, and Exemptions, Corporate Income Tax, the Individual Income Tax, Property Taxes, and Sales Tax.

**Duty 4****General Summary:****Percentage: 10**

Provide oversight and assistance to the Bureau's Tax Analysis data collection. Oversee the computer programs and data analysis routines to support the analysis of taxation issues.

**Individual tasks related to the duty:**

- Oversee the generation and maintenance of computer programs, models, and data analysis.
- Work with technical resources across the Department to ensure that the Bureau has access to all required data.
- Maintain expertise in the department's tax data collection to oversee analysis and ensure quality.
- Track and manage the data available to the Bureau.
- Communicate with key stakeholders on the Bureau's data needs.
- Evaluate and review the preparation of data to assist with analysis.

**Duty 5****General Summary:****Percentage: 5**

Other special projects as assigned.

**Individual tasks related to the duty:****16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Set staff priorities based on conflicting and competing requests. Approve dissemination of data and other information. Suggest required legislative language within established policy guidelines. Recommend tax policy changes to internal stakeholders.

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

Final approval of publications and analysis of high-profile tax initiatives. Communication with external parties and stakeholders on pending legislative matters.

**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.**

The ability and flexibility to frequently contribute time to the job beyond the regular workday schedule is required. Work environment is high pressure with strict deadlines and competing priorities. Occasional extended hours are 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>
KONDURI, VENKATA SRIRAMA	ECONOMIC ANALYST-A 12	SIDDIQUI, ZEHRA	ECONOMIC ANALYST-A 12

KRUPKA, ERIC L	ECONOMIC SPECIALIST-4 15	VACANT	STATE ADMINISTRATIVE MANAGER-1
ALBA, FRANCISCA P	STUDENT ASSISTANT-E A		
<b>Additional Subordinates</b>			

**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

**23. What are the essential functions of this position?**

Develop plans, organize and manage office staff involved in tax analysis; develop tax proposals and alternatives; analyze tax proposals and pending legislation; oversee the preparation of special studies, prepare written reports and write or give speeches on subjects related to taxation and its impact on the economy; provide information on tax issues to the public, business, special interest groups and the news media; and provide technical assistance to other executive departments on matters concerning taxation issues.

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

N/A

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

The Division's mission is to deliver accurate, timely, and transparent fiscal estimates and tax analyses. This unit is responsible for developing new and evaluating proposed and existing tax legislation. The Bureau is also responsible for monitoring federal tax and economic issues. This position requires extensive knowledge of research and analytic methods. It is also necessary to have an extensive knowledge of the legislative process and the content of the Revenue Act and many other tax statutes.

**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.

Preferred: Bachelor's degree in Economics, Finance, Business or related field desirable; Graduate degree in Economics, Public Finance, or Public Policy desirable.

**EXPERIENCE:**

**State Division Administrator 17**  
Two years of experience as a professional manager or program/staff specialist, or equivalent experience. Preferred: Four years in tax analysis and/or economic forecasting.

**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

