

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

Position Code 1. STDIVADM28N
--

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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Financial Services
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Fiscal Management
5. Working Title (What the agency calls the position) Division Director-Fiscal Management Division	11. Section
6. Name and Position Code Description of Direct Supervisor GILLILAND, MICHAEL R; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor JEFFERY, PHILLIP M; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Elliott-Larsen Building, 320 S Walnut St, Lansing / 8:00 a.m. to 5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position
This position serves as the Division Director overseeing the accounting and financial reporting functions of DTMB Fiscal Management Division. This includes appropriated and non-appropriated accounts, Capital Outlay, the Executive Office, State Budget Office, State Employer, Children's Ombudsman, and Accounting Service Center (ASC) partnership agreements with Civil Service Commission, Civil Rights, and Michigan State Police.

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: 60

As division director, manage the activities and staff of Fiscal Management Division in providing reliable, accurate and timely service in all areas of fiscal management to all operating units in DTMB, the Executive Office, the Children's Ombudsman, the State Budget Office, the State Employer and DTMB's Accounting Service Center (ASC) administrative partners Civil Service Commission, Civil Rights, and Michigan State Police.

Individual tasks related to the duty:

- Provide leadership for Fiscal Management Division
- Develop the division management team.
- Supervision and assessment of FMD staff
- Management of staff assignments and evaluations
- Establish FMD priorities
- Prioritize workloads
- Responsible for employee professional development and training of staff.
- Member of the Financial Services Leadership Team.
- Establish with FS Leadership the business plan and budget
- Department projects and assignments.
- Establish and maintain the department's general ledger.
- Ensure reconciliation with appropriations and compliance with financial legislative reporting requirements.
- Plan and Coordinate Year-End Closing.
- Safeguard DTMB's fixed assets.
- Ensure department compliance with GAAP, GASB standards and State of Michigan accounting policy.
- Approve system security access.
- Coordinate year- end contractor and OAG financial audits and the DTMB single audit.
- Establish quality control systems and procedures to ensure the accuracy of DTMB's accounts and financial reports.
- Provide guidance in specialized areas of accounting for capital projects funds, pension trust funds, insurance accounting, and internal service funds.
- Provide guidance in the development of cost accounting systems and rate development.
- Ensure appropriate access to statewide financial information.

Duty 2

General Summary:

Percentage: 30

Maximize the efficient and effective use of DTMB's financial resources.

Individual tasks related to the duty:

- Maintain department-wide financial and budgetary reporting systems.
- Ensure access to department and statewide financial information.
- Provide processes to ensure proper budgetary control and reconciliation.
- Provide financial analysis, recommendations and assistance to management, department programs and DTMB's budget officer.
- Responsible for DTMB intra-agency and inter-agency cost accounting, cost allocation and rate development.
- Manage the DTMB budget development process.
- Provide accounting services to DTMB's four accounting service center partner agencies- Civil Service Commission, Civil Rights, Michigan State Police-and autonomous agencies, the Executive Office, the Children's Ombudsman, Office of the State Employer and the State Budget Office.

Duty 3

General Summary:

Percentage: 10

Establish a working knowledge of the programs supported by all other divisions with Financial Services

Individual tasks related to the duty:

- Lead and implement the Statewide Cost Allocation Plan (SWCAP) and DTMB's Indirect Cost Rate Methodology:
 - Prepare documentation, review and approve Section I Allocated Central Services
 - Prepare, review and approve Section II Billed Services
 - Indirect and Building Occupancy budget development and billing.
 - Liaison with the HHS federal cost negotiator.
 - Liaison with Maximus the SWCAP contractor.
 - Ensure compliance with federal regulations in circular A-87, containing federal cost principals, in establishing and reporting DTMB's cost systems.
 - 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.

Establishing work objectives, production goals and division priorities.

Staffing assignments and evaluations.

Interpretation of accounting policies and procedures.

Actions are critical to the success of the department and its statewide customers.

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

Clarification of DTMB and statewide priorities.

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.

Office Setting.

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>
EISINGER, JULIE	STATE ADMINISTRATIVE MANAGER-1 15	HAMILTON, AVHERE E	STATE ADMINISTRATIVE MANAGER-1 15
SIMMER, ERIK	STATE ADMINISTRATIVE MANAGER-1 15	HAMILTON, AVHERE E	STATE ADMINISTRATIVE MANAGER-1 15
EISINGER, JULIE	STATE ADMINISTRATIVE MANAGER-1 15	SIMMER, ERIK	STATE ADMINISTRATIVE MANAGER-1 15

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.

23. What are the essential functions of this position?

This position directly supports the business financial needs of DTMB program areas. It is responsible for developing financial reporting systems, managing the budget development process, financial oversight of revenue and expenditures in department and partnership programs, rate and cost allocation system development. It is essential that the incumbent understand key business goals of DTMB program areas and provide customer service to meet those needs.

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

Requesting to update PD to clarify functions and responsibilities of position. The position now provides accurate and timely service in all areas of fiscal management to all operating units in DTMB, the Executive Office, the Children's Ombudsman, the State Budget Office, the State Employer and DTMB's Accounting Service Center (ASC) administrative partners Civil Service Commission, Civil Rights, and Michigan State Police.

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

Fiscal Management is one of three Financial Services divisions. FMD provides overall financial support to the department and its partners in the achievement of DTMB's financial and strategic goals.

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.

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:

Knowledge of accounting standards, state accounting systems and procedures, federal cost regulations, cost accounting and rate development, financial analysis, personnel management, customer service, and leadership skills are required.

CERTIFICATES, LICENSES, REGISTRATIONS:

CPA and/or CGFM are desirable.

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.

N/A

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

MICHAELA FABUS-MAIN

1/3/2024

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