State of Michigan
Civil Service Commission

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

Position Code
1. FINCALTA

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** MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Position Code Description Financial Analyst-A	**10. Division** Financial and Administrative Services
5. Working Title (What the agency calls the position) Cost Allocation and Budget Analyst	**11. Section** Medicaid and Aging Supports
6. Name and Position Code Description of Direct Supervisor LAUTNER, CHRISTOPHER J; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor KLINE, CRYSTAL; STATE OFFICE ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 400 S. Pine St., Lansing / Monday-Friday, 8:00am - 5:00pm

14. General Summary of Function/Purpose of Position

Serve as the recognized resource for the cost allocation and budget analyst for Health Services, providing subject-matter expertise for the Medicaid, Behavioral Health and Aging programs. As the administration’s expert in these areas, the position leads and coordinates all cost allocation, budgeting, and financial activities for Health Services by ensuring accurate PACAP and SIGMA updates, maintaining proper coding and accounting practices, collaborating with internal stakeholders, developing policies and procedures, preparing and analyzing financial data and reports, supporting spending plan and budget development, monitoring grant and payroll coding accuracy, ensuring consistent time tracking and federal claiming practices due to recent federal audits and disallowances, reviewing quarterly cost allocation results, and maintaining alignment between organizational changes and cost allocation methodologies.

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:** **55**

Serve as the primary financial liaison for Health Services by reviewing financial and program data, evaluating fiscal and program effectiveness, ensuring compliance with state and federal requirements, and responding to emerging budgetary needs.

Individual tasks related to the duty:

- Review projections to ensure spending is within appropriated and available resources and suggest necessary spending or policy changes to program SMEs or leadership
- Independently analyze and reconcile periodic financial and utilization data to ensure the accurate classification of expenditures and revenues from grants or other sources, and work closely with the Federal Grants Section, Accounting, and program staff about all financial related issues.
- Work closely with DHHS, Bureau of Budget on the development of detailed spending plans for each appropriation for Health Services.
- Serve as technical expert to program management regarding use of restricted funds, legislative intent of appropriated resources, and spending decisions to meet program goals and objectives and all other financial related issues.
- Work closely with the DHHS, Bureau of Budget to develop the annual budget request.
- Submit annual (or adhoc) budget requests for conformance to program objectives and recommend appropriate financing sources.
- Work with Bureau of Budget to ensure resources are available to enter into contracts or make major purchases consistent with the approved spending plan and communicate any changes to Health Services leadership.
- Prepare and maintain detailed, comprehensive financial reporting for program managers and department management.
- Develop and present financial reports in a clear and understandable way to program managers (non-technical users).
- Research, compile and prepare a variety of complex financial and program utilization data to review long-term trends, analyze program effectiveness and efficiency, and evaluate fiscal impact of above divisions and programs.
- Prepare supporting financial data, reports, and charts/graphs for legislative presentations on the Department's annual budget.
- Research a variety of complex State/Federal statutes, regulations, policies, grant awards, contracts, etc., to interpret financial requirements or fiscal impact to program staff and evaluate program compliance.
- Assist in the preparation and/or review of required appropriation boilerplate reports.
- Identify necessary year-end closing transactions and work with appropriate liaisons from Financial Operations to make adjustments.

Duty 2

General Summary: **Percentage:** **40**

Serve as the recognized resource for the cost allocation and Medicaid Administrative Claiming liaison for Health Services by ensuring compliance with applicable requirements, coordinating related fiscal processes, and providing guidance to support accurate and efficient claiming activities.

Individual tasks related to the duty:

- Review and update or make recommendations to grant budgets for the administrative portion of all grants if time tracking is over/underspending from original budget submission.
- Establish and maintain policies and procedures related to DHHS cost allocation to ensure that organizational and other changes are reflected properly in the PACAP narrative, accounting coding, SIGMA cost allocation configuration and reporting.
- Ensure modifications going into the DHHS Public Assistance Cost Allocation Plan (PACAP) document are translated into updates to SIGMA's cost allocation module, to include: configuration changes, such as, updates to SIGMA's cost allocation tables, and Chart of Account coding to be associated with each grant/program for the purpose of allocating the expenditures to the right funding source.
- Collaborate with Budget, Human Resources, Accounting, Purchasing and other DHHS staff to ensure appropriate coding for payroll and non-payroll expenditures.
- Work with DHHS Cost Allocation Team, as well as other department stakeholders to develop policies and procedures that support timely and accurate DHHS cost allocation processing.
- On an ongoing basis, work collaboratively with staff from Health Services and other areas of the department to ensure that cost allocation policies and procedures are being followed.
- Develop and run financial reports using the state's financial reporting system, Business Intelligence to track cost allocation reporting.
- Ensure new LDPRs are requested as needed for payroll. Work with DHHS, Bureau of Budget to request the new coding, and request to change staff's default coding accordingly.
- Develop and run payroll reports to ensure staff's default coding has been changed to reflect the annual cost allocation plan.
- On an ongoing basis, work collaboratively with staff from Health Services and other areas of the department to ensure staff are appropriately time tracking and claiming appropriate federal match on grants.
- Review quarterly cost allocation plans and work with staff to identify required changes if time tracking is incorrect or reporting was not followed and could lead to federal disallowance.
- On an ongoing basis, ensure that organizational changes are followed up with PACAP narrative changes, applicable coding changes, and proper allocation methodologies are being employed.

Duty 3

General Summary: **Percentage:** 5

Other Duties as Assigned

Individual tasks related to the duty:

- Train staff in SIGMA.
- Set up and attend meetings and trainings as needed.
- Provide assistance to co-workers in interpreting policies, rules, and regulations.
- Other duties as assigned, including special projects

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

Independent decisions are made regarding prioritization of workload, coordination of activities with staff assigned to a project, and whether a situation falls within the normal interpretation of policy and procedure or represents a special circumstance needing direction from a high level.

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

Decisions that will result in major organizational change. Decisions as they relate to security and protection of beneficiary and provider information as it relates to HIPAA concerns. Decisions that may result in negative consequences for the Department. Decisions involving issues that have overall program consequences, philosophic implications, or budgetary consequences.

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.

Minimal physical effort is required to perform the job. General 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.

Additional Subordinates

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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 is the recognized resource for the cost allocation and budget analyst for Health Services, providing subject-matter expertise for the Medicaid, Behavioral Health and Aging programs and all duties/tasks are essential.

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 work area is in the Health Services executive office. This position will provide oversight of various administrative services, with its primary focus on Medicaid administrative claiming, cost allocation and serving as the primary budget liaison for Health Services. The position is integral to the Department’s operations because of the financial oversight and analysis it can provide. Incorrectly addressing these issues or disregarding them could result in the loss of State and Federal funds.

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:

Financial Analyst 12
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:

As listed on the Civil Service job specification. In addition:

- Knowledge of governmental organization and structure.
- Ability to effectively communicate both in writing and verbally.
- Ability to plan, coordinate, and expedite work projects.
- Ability to learn and utilize computer processes.
- Ability to interpret complex rules and regulations
- Ability to maintain records and prepare reports and correspondence related to the duties/work.
- Knowledge of spreadsheet applications

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

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.

N/A

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

CANDACE EWING | 10/28/2026

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**