

**State of Michigan
Civil Service Commission**

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

Position Code

1. FINCALTAF51N

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Field Services (BFS)
4. Civil Service Position Code Description Financial Analyst-A	10. Division Administration
5. Working Title (What the agency calls the position) Senior Financial Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor GUTTING, JASON; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRUNNER, GREGG D; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing, MI 48917 / M-F 7:30am - 4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

As the recognized resource, this position functions as the financial analyst for the Bureau of Field Services (BFS), which includes Construction Field Services Division (CFS), Transportation Systems Management and Operations Division (TSMO), Research Administration Section, and Safety and Security Administration under BFS. This position serves as the senior financial and budgetary liaison for BFS and is responsible for the most complex research and evaluation related to the associated budgets, expenditures, and operations. This position also provides more complex analytical and operational support of BFS core functions, divisions, sections, and other duties as assigned. This position is responsible for allocation, analyzing, monitoring, and reporting on the annual operating budget for BFS. This position is responsible for serving as the expert on financial related issues, and monitoring and providing analysis regarding various aspects of the bureau's annual capital and maintenance programs. This position is also responsible for reviewing, examining, and monitoring bureau internal controls and serving as the bureau contact responsible for the financial review of local agency contracts, budgets, and expenditures.

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

Serve as the recognized resource developing, distributing, allocating, monitoring, and reporting on annual operating budgets. Provide expenditure analysis and information to the BFS Director, Construction Field Services Division (CFS) Engineer, Engineer of Research, Safety and Security Administrator, and Transportation Systems Management and Operations Division (TSMO) Engineer.

Individual tasks related to the duty:

- Serve as budgetary resource for BFS Supporting CFS Division, TSMO Division, the Research Administration Section, and Safety and Security Administration under BFS.
- Participate on a regular basis in the development and implementation of the most complex budgets and expenditures including tracking and monitoring of budget and expenditures and making complex financial projections.
- Provide direction and guidance to the management team in the preparation of future fiscal year budget. Utilizing input from bureau staff, assist in the development of the annual budgets for the bureau. Project the impact of predicted funding on anticipated budgets in future years.
- Ensure that funds are allocated to appropriate budgets.
- Provide complex analysis, interpretations, and/or evaluations of budgets, business trends, and other complex financial data relative to the impact on BFS programs. Monitor expenditures and encumbrance transactions against budgets and implement corrective action as required. Communicate with affected staff about corrections made.
- Analyze, assess, compute, report, and make recommendations on the budget and expenditures for BFS. Review and report on budget conformance monthly with respect to dynamically changing conditions and facilitate mid-year adjustments to efficiently use available funding and identify additional funding.
- Identify, implement, and monitor budget management practices for operating budgets as they relate to all administrative accounts.
- Perform the more complex cost and data extraction; operational and program reviews; and develop and provide more complex reports on program area budgets and expenditures as it pertains to BFS operations.
- Utilize computer applications, software, and report writing (e.g., PowerBI, Business Intelligence, Statewide Integrated Government Management Applications (SIGMA), JobNet, FIMIS, etc.), to aggregate financial data. Compose and execute Business Intelligence queries to extract financial transaction details from SIGMA and develop report formats for use in budget analysis.

Duty 2

General Summary:

Percentage: 20

Serve as a budgetary liaison for BFS, responsible for the most complex research and evaluation related to the bureau budgets, expenditures, and operations.

Individual tasks related to the duty:

- Serve as BFS budgetary liaison with the Financial Operations Division (FOD) and Bureau of Finance and Administration.
- Provide input and support of the Bureau Leadership Team and on bureau-wide management decisions affecting staffing, budgeting, administrative procedures, and programs.
- Serve as BFS SIGMA liaison to FOD and Accounting Services Division within the Bureau of Finance and Administration.
- Administer and perform year-end closing activities and develop and document procedures for bureau-wide adherence to Department of Technology and Budget (DTMB) and MDOT guidelines.
- Provide user assistance and monitor users, as requested, to troubleshoot SIGMA issues.
- Assure the accuracy of coding use by developing tools, educating staff, and track the use of appropriate coding.
- Provide bureau-wide training on coding and accomplishment reporting in SIGMA as needed.
- Perform complex research and cost/benefit analyses to determine "cost of doing business" and potential efficiencies.
- Research, compile, and prepare data for the most complex financial studies including reporting out on financial standing, fiscal responsibility, historical data, compatibility, and potential for long-term commitment.
- Evaluate legislative bills for their program and fiscal implications and recommend disposition.
- Interpret and analyze complex budget recommendations and program policies and summarize results for management.
- Interpret federal and state regulations to make recommendations on policies/procedures related to fiscal and operational issues, such as cost reporting and reimbursement of activity and costs eligible for federal reimbursement.
- Review, evaluate, and make recommendations on contracts, agreements, memos of understanding, and other related documentation. Review for compliance with department policies, procedures, and strategic plan.

Duty 3

General Summary:

Percentage: 10

Monitor and provide analysis and operational/reporting support regarding specific BFS Divisions and Sections.

Individual tasks related to the duty:

- Provide advanced professional and technical training on Highway Operations coding.
- Develop and distribute tools (e.g. project reference manuals, coding reference guides, financial procedures) for use within Highway Operations to assure a high level of coding accuracy in an environment with a complex coding structure, including not limited to:
 - SIGMA document entry and fiscal year tracking.
 - Analyze, monitor and track interagency transfers to ensure compliance.
 - Financial reviews during project closeout.
- Provide analytical and reporting support for bureau core functions/areas.
 - Develop and provide financial training sessions and job aids for employees and supervisors.
 - Ensure proper coding through activities like producing and evaluating project expenditure reports and removing incorrect charges through journal vouchers.
 - Identify additional funding sources.
 - Provide standard and as requested financial reports to help managers better manage their budgets.

Duty 4

General Summary:

Percentage: 10

Provide analytical and operational support for BFS's core functions and other duties as assigned.

Individual tasks related to the duty:

- Prepare and finalize procedures and desk reference manuals related to the position and related programs.
- Represent BFS Managers and Administrators at meetings and conferences as needed.
- Participate on various teams to coordinate and resolve financial issues as well as assess financial operations and methodologies for process and program improvement.
- Assist and participate in the review, analysis, and reporting relating to audit reports and/or audit report recommendations.
- Participate in and prepare internal control assessments.
- Present reports and make effective presentations both verbally and in writing.
- Participate and make recommendations for process improvement opportunities.
- Foster a cooperative working relationship with Region, Bureau/Division, and Office personnel.
- Assist, participate in, and/or lead special projects.
- 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.

Resolve the complex day-to-day operational financial and budgetary issues. Identify and recommend the more complex enhancements and improvements, and as approved, implement enhancements and improvements.

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

Decisions that exceed the authority delegated to this position. Decisions that are significant in scope that would compromise department policy or credibility or have no precedence, decisions impacting significant budget issues or significant organizational changes, etc.

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.

Typical duties associated with an office environment including extensive use of a computer and remaining in a stationary position for extended periods of time. Occasional travel may be required to assist staff or attend meetings. Ability to transport materials and/or office supplies. Position may require availability outside normal working hours based on operational needs.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

As the recognized resource, this position functions as a senior level financial analyst for the Bureau of Field Services (BFS), which includes Construction Field Services Division (CFS), Transportation Systems Management and Operations Division (TSMO), Research Administration Section, and Safety and Security Administration under BFS. This position serves as the senior financial and budgetary liaison for BFS and is responsible for the most complex research and evaluation related to the associated budgets, expenditures, and operations. This position also provides more complex analytical and operational support of BFS core functions, divisions, sections, and other duties as assigned. This position is responsible for allocation, analyzing, monitoring, and reporting on the annual operating budget for BFS. This position is responsible for serving as the expert on financial related issues, and monitoring and providing analysis regarding various aspects of the bureau's annual capital and maintenance programs. This position is also responsible for reviewing, examining, and monitoring bureau internal controls and serving as the bureau contact responsible for the financial review of local agency contracts, budgets, and expenditures.

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

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

The area is responsible for administrative and operational support to BFS, and for providing assistance with the planning, organizing, and overall direction of BFS. The area includes CFS Division, Division, the Research Administration Section, and Safety and Security Administration under BFS. The area's primary responsibilities are assisting with the overall planning, organizing and direction of MDOT's Construction, TSMO, Research, and Safety and Security. This position serves as the senior financial and budgetary liaison for BFS and is responsible for the most complex research and evaluation related to the associated budgets, expenditures, and operations. This position also provides more complex analytical and operational support for BFS core functions and other duties as assigned.

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:

Extensive knowledge of :

- Financial management principles and practices; program planning and budgeting.
- Principles and practices of financial analysis; financial data sources including periodicals, manuals, and reports.
- State of Michigan and department policies, procedures, practices, and protocol.

Ability to:

- Quickly assimilate a variety of data to analyze facts and infer logical conclusions.
- Collect and interpret information, apply criteria, and make recommendations.
- Efficiently and effectively utilize computer applications, software, and report writing (e.g., EXCEL, databases, PowerPoint, PowerBI, Business Objects, SIGMA, JobNet, FIMIS, and other tools used statewide of within BFS divisions)
- Maintain records and prepare complex reports and correspondence related to the work
- Work independently with limited supervision as well as part of a team.
- Be well organized and communicate effectively; effectively communicate and work with others at all levels of the organization.
- Work under tight deadlines; maintain confidentiality and composure; project a professional image; and foster positive employee and team relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license preferred.

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.

CHRISTINA TIJERINA

7/27/2026

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