

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

Position Code

1. STDDADM1C78N

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division Budget and Projections
5. Working Title (What the agency calls the position) Budget Manager	11. Section
6. Name and Position Code Description of Direct Supervisor BOLTON, RYAN; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAMP, JULIE; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday – Friday / 8:00AM – 5:00PM

14. General Summary of Function/Purpose of Position

The position is responsible for coordinating the monthly financial projections process for the Department. This position is responsible for supervision of staff in the preparation of monthly financial projections, Business Intelligence and Business Objects queries and spreadsheet templates for use by all budgeted functions in the department, as well as oversight of the Fee Collections section. Responsible for completion of miscellaneous projects as assigned by the Budget Administrator and the Deputy Director of the Budget and Operations Administration.

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: 25

Supervises staff performing the monthly financial projections process for the department, designs and writes Business Intelligence and Business Objects reports and queries, and issues instructions for all monthly financial projections functions for the Michigan Department of Corrections.

Individual tasks related to the duty:

- Develop Monthly Projections instructions.
- Develops Reports and Queries for use in the projections process.
- Respond to inquiries from correctional facilities and other budget areas regarding the projections process and preparation.
- Attend projections and spending plan meetings.
- Ensure reports are submitted timely and accurately.
- Supervise staff. Provide goals, objectives and performance measures and evaluate staff based on these measures.
- Other financial projections duties as needed.

Duty 2

General Summary:

Percentage: 25

Assist the Budget Administrator with implementation and monitoring of the department's annual operating budget and participate in the department's year-end closing process. Supervise staff responsible for financial aspects of the department's Miscellaneous Operating Projects (MOP) process.

Individual tasks related to the duty:

- Assess program and line item needs and maintain an on-going list of potential adjustments for consideration of internal transfers during the budget development process.
- Supervise the financial specialist responsible for leading the establishment and maintenance of MOP accounts.
- Supervise the financial specialist tasked with the compilation and analysis of the annual boilerplate report for Program and Special Equipment Fund expenditures and financial sections of the department's Annual Statistical Report.
- Supervise staff responsible for monitoring the propriety of centralized revenue and expenditure transactions throughout the fiscal year.
- Supervise staff responsible for monitoring open encumbrances and accounts payable to provide support for the Accounting Division during the year-end closing process.

Duty 3

General Summary:

Percentage: 20

Supervise Fee Collections Unit.

Individual tasks related to the duty:

- Supervise accounting assistants and accounting technicians in the Fee Collections Unit.
- Track and review fee collections levels.
- Monitor work in the unit to ensure that fee orders are entered into the system in a timely fashion and various components of the work load are up-to-date.

Duty 4

General Summary:

Percentage: 10

Administer the Budget and Projections Division and Accounting Division's Share Point site and Content Manager distribution point.

Individual tasks related to the duty:

- Post instructions in Content Manager.
- Review and maintain material in Content Manager and Share Point including organizational charts and program descriptions.
- Perform administration for the Content Manager distribution point and coordinate with Accounting Division on access to users.

- Work with the Accounting Division to utilize Content Manager and/or Share Point for SIGMA information dissemination.

Duty 5

General Summary:

Percentage: 10

Provide support for the department's utilization of SIGMA.

Individual tasks related to the duty:

- Utilize SIGMA Budget during the annual budget development cycle.
- Provide high-level support to the Accounting Division for department utilization of SIGMA Financial.

Duty 6

General Summary:

Percentage: 10

Lead or assist on special projects assigned by the Budget Administrator or Deputy Director.

Individual tasks related to the duty:

- Complete financial review and analysis for strategic planning for the department.
- Respond to inquiries from the legislative fiscal agencies and State Budget Office as needed.
- Recommend revisions to policies, procedures, and practices to improve operating efficiencies and internal controls.
- Attend meetings and training to maintain an understanding of trends.
- Serve on task groups that focus on department-wide issues.
- 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.

Use considerable independent judgment in developing complex spreadsheets and Business Objects queries. Respond to specific financial and budgetary questions. Interpret existing policy, procedure, and practice and determine appropriate methods to accomplish assigned duties.

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

Decisions with significant policy impact. Politically sensitive decisions involving the budget must be reviewed with the Budget Administrator.

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.

Position requires significant periods of time sitting and extensive computer use. Typical office environment. No unusual environmental conditions.

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>
	ACCOUNTING ASSISTANT-E E7		ACCOUNTING ASSISTANT-E E7
	ACCOUNTING ASSISTANT-E E7		ACCOUNTING TECHNICIAN-A 10
	FINANCIAL ANALYST-E P11		FINANCIAL SPECIALIST-2 13

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. |

Y Orally reprimand.

Y 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?

The position is responsible for coordinating the monthly financial projections process for the Department. This position is responsible for supervision of staff in the preparation of monthly financial projections, Business Intelligence and Business Objects queries and spreadsheet templates for use by all budgeted functions in the department, as well as oversight of the Fee Collections section. Responsible for completion of miscellaneous projects as assigned by the Budget Administrator and the Deputy Director of the Budget and Operations Administration.

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

Requesting to update position STDDADM1C78N in accordance with MCSC Regulation 4.01. The essential duties and tasks of this position have not changed, the update is to reflect the position changing from budget planning to financial projections.

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

Position provides supervision within the Central Budget Area for the department.

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 Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year 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 the state's budget development process and cycle. Strong ability in Business Objects and Business Intelligence, including the ability to develop own queries and reports. Good background in SIGMA.

**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.

PAUL DEAN

2/23/2021

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