

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

Position Code

1. STDDADM1N78N

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 LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Financial Services
4. Civil Service Position Code Description State Administrative Manager-1	10. Division Financial Services
5. Working Title (What the agency calls the position) Budget Director	11. Section Budget
6. Name and Position Code Description of Direct Supervisor RETHAMEL, HANNAH; STATE DIVISION ADMINISTRATOR 17	12. Unit
7. Name and Position Code Description of Second Level Supervisor VACANT; STATE BUREAU ADMINISTRATOR 18	13. Work Location (City and Address)/Hours of Work 300 N. Washington Square, Lansing, MI / Monday - Friday; 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position serves as the Budget Director for the Michigan Economic Development Corporation/Michigan Strategic Fund. This position supervises the staff and budget development process for two cycles: corporate and state funding. In addition, the position oversees budget monitoring throughout the fiscal year. It serves as the primary contact with the State Budget Office, the legislative fiscal agencies, and internal stakeholders regarding the MEDC/MSF budget.

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: 40

Supervise the staff and provide process implementation for annual corporate and state budget development cycles.

Individual tasks related to the duty:

- Direct and supervise staff working in the Budget Division, including professional development plans, staff development and ensures that training is obtained, conduct regular performance ratings, and improvement plans as necessary.
- Select and assign staff, ensure equal employment opportunity in hiring and promotions, and ensure that proper labor relations and conditions of employment are maintained.
- Attend all required meetings with the State Budget Office to support budget development, including provision of instructions and submittal guidelines.
- Lead submission process to State Budget Office through SIGMA.
- Develop all investment requests, reduction submissions, and technical adjustment requests as required throughout the process.
- Lead the development of revenue estimates for state restricted, federal, local, and private revenues as needed to support budgetary planning.
- Prepare identified budget packages for Executive Committee, Executive Leadership, Senior Leadership for all corporate budget development requirements.
- Support process improvement for corporate budget development, including greater efficiencies in planning over multi-year periods and performance based budgeting.

Duty 2

General Summary:

Percentage: 20

Support development of comprehensive spending plans by business unit at multiple levels to support business and financial reporting needs.

Individual tasks related to the duty:

- Develop spending plans by cost line item by funding source by business unit.
- Collaborates with others in Finance to create and publish reports needed for budget management and information sharing with business units.
- Establish payroll analysis by FTE by funding source to support spending plan development.
- Lead and oversee efforts to create proper coding for all elements of the spending plan and required reporting.

Duty 3

General Summary:

Percentage: 25

Provide monthly spending plan analysis and quarterly spending plan projections

Individual tasks related to the duty:

- Meet monthly with business units to provide spending plan analysis in conjunction with Financial Reporting.
- Provide quarterly projections to Chief Financial Officer regarding anticipated spending, including comparison against MEDC and MSF Board Reporting.
- Support business unit requests for analyses of projected spending on an ad hoc basis.
- Reconcile with BD and CD project pipeline reporting quarterly.

Duty 4

General Summary:

Percentage: 15

Earmarked Grant Management and other duties as assigned.

Individual tasks related to the duty:

- Oversee and manage Earmarked Grants.
- Support special projects in coordination with Strategic Planning as requested.
- Support legislative reporting requirements as requested.
- 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.

This position provides guidance to business units on spending and budget planning without prior approval. Responses to questions from the State Budget Offices and routine responses from legislative fiscal agencies are also provided without prior approval.

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

New spending requests or requests to change planned spending from approved budgets require CFO approval. External communications to legislative offices, including fiscal agencies, may require some review before submission. Final budget packages require sign off from CFO and Chief Accountant before submission.

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 majority of the work is performed in an office setting. The office setting mainly consists of sitting and typing for long periods of time in normal physical conditions. Occasionally both the official work location and field work locations may include physical activity, such as, standing, stooping, crouching, reaching, lifting boxes/reference materials/equipment, carrying boxes/reference materials/equipment, walking, and bending, as well as, physical conditions that may include cold, heat, noise, dust, odors, etc.

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>

Additional Subordinates

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

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input 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?

The position will have organization wide responsibility to support budget planning, budget monitoring, and financial analyses. This position provides direction and supervision to budget staff, leads strategic planning for the state and corporate budget processes; produces executive level packages and public documents outlining budget priorities and board approved budgets; supports the creation of required state budget submissions; and provides leadership in budget process improvement for business unit customers.

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?

This unit manages the budget for the MEDC/MSF, supporting the initial planning and budget monitoring for the organization with the Budget and Financial Services group. It coordinates with accounting, financial reporting, accounts payable, and federal financial monitoring to support financial management for the organization. It coordinates with SIGMA to produce

required state budget submissions. This position serves as the primary budget advisor for the organization at the business unit level.

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:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate with all levels (management and personnel, staff, etc.); decision-making ability.
- Ability to instruct, direct, and evaluate employees.
- Experience with State government administrative structure, legislative organizations and operations;
- Knowledge of State budget and spending plans.
- Requires an individual who can independently carry out difficult and complex management duties. Ability to plan, coordinate and expedite projects.

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.

None

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

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