

**1. Position Code**  
ITPRANAN03N

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

Federal privacy laws and/or state  
confidentiality requirements protect  
a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Technology, Management & Budget
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Agency Services supporting MDE, CEPI, MDCR, MCSC, & MiLEAP
<b>4. Civil Service Classification of Position</b> Information Technology Programmer/Analyst 12	<b>10. Division</b> MDE, CEPI
<b>5. Working Title of Position (What the agency titles the position)</b> Quality Assurance Analyst	<b>11. Section</b> CEPI & Educator Workforce
<b>6. Name and Classification of Direct Supervisor</b> Brandon Johnson, Information Technology Manager 14	<b>12. Unit</b> CEPI Application Development Unit
<b>7. Name and Classification of Next Higher Level Supervisor</b> Simon Wang, State Administrative Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b> 702 W. Kalamazoo St., Lansing, MI 8:00 A.M. TO 5:00 P.M., M – F (hours may vary) Hybrid Work Location/Environment
<b>14. General Summary of Function/Purpose of Position</b> <p>This position provides IT system testing, testing direction and testing support for the Center for Educational Performance and Information (CEPI). This position will help develop testing processes and help incorporate an approach that is consistent with DTMB's Software Development Lifecycle (SDLC). This position will also serve IT Testing Support for DTMB Customer Services to CEPI. This position helps maintain the testing environment for CEPI, including reviewing and recommending Testing software.</p> <p>Also, this position will function as an IT business systems analyst supporting the Center for Educational Performance and Information (CEPI). The position operates in an Agile-based development environment (Scrum) and performs a complete range of information system analyst assignments including gathering and eliciting business requirements, analyzing requirements to determine system needs, making recommendations for improvement, user acceptance testing, creation of system and user documentation, and participation in the pre and post system implementation support. This position will support the product owner with backlog grooming activities and support the entire Scrum team with refining requirements and acceptance criteria.</p>	

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**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**

**80% of Time**

Serve as a senior-level software tester for DTMB Customer Services to CEPI.

**Individual tasks related to the duty.**

- Coordinate and analyze feedback from other reviewers. Collaborate and negotiate with the project manager to create appropriate resolution.
- Create and design the test plan according to the State of Michigan standards (SUITE) and collaborate with stakeholders for review and approval.
- Create and design the testing approach(es) (Unit, Functional, Integration, System, User Acceptance and Automated Testing) according to State of Michigan standards (SUITE) and collaborate with stakeholders for review and approval.
- Review and approve test case/scenario documentation.
- Create and design the testing data management plan which enables all business models to be properly tested.
- Coordinate, execute, and communicate test plan and approach activities.
- Coordinate, execute, and communicate the defect management process to stakeholders.
- Analyze testing data/results and produce testing metrics.
- Define configuration management processes for testing artifacts and ensures compliance.
- Compile all lessons learned from the testing resources. Submit to and discuss with the project manager at the end of the project or per stage.
- Create and design the testing approach(es) (Unit, Functional, Integration, System, User Acceptance and Automated Testing) according to State of Michigan standards (SUITE) and collaborate with stakeholders for review and approval.
- Review and approve test case/scenario documentation.
- Create and design the testing data management plan which enables all business models to be properly tested.
- Analyze testing data/results and produce testing metrics.
- Define configuration management processes for testing artifacts and ensures compliance.

Duty 2

**General Summary of Duty 2**

**10% of Time**

Maintain and update skills and knowledge of state-of-the-art IT testing tools, methods, and practices in the IT industry.

**Individual tasks related to the duty.**

- Research the latest information technology “white papers” and trends in IT testing for software development.
- Forecast emerging technologies related to IT testing and recommend appropriate action to maintain CEPI’s testing environment.
- Attend training and acquire knowledge through seminars and other training formats on the latest IT testing techniques.
- Participate in available IT testing user groups when possible.

Duty 3

**General Summary of Duty 3**

**10% of Time**

Other Agency Support Services IT related duties as assigned.

**Individual tasks related to the duty.**

- Ensure timely status is entered correctly into test tracking and time reporting systems.
- Perform other tasks related to IT upon the request of the Test Lead/Project Team per the test plan.
- Perform other tasks related to IT upon the request of the DTMB Manager.
- Provide other tester duties and services as needed.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

- Determine the set-up of the toolsets used to support the testing processes and procedures. Determine the priority, scheduling, and methods for the duties of this position.
- Decisions in support of the DTMB standards, including the SUITE methodology.
- Project decisions associated with project management methodology in conjunction with CEPI.

Project teams, business owners and system users are all affected by these actions.

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

- Decisions impacting priorities or goals of CEPI or DTMB.
- Deviations from practices, standards, or written policies of CEPI, DTMB or the State.
- Decisions affecting the budget and/or agency policy.
- Changes in scope, schedule, or resource requirements of the project.

**18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

- Routine office environment.
- Long periods of sitting, concentrating, and using computer keyboard and looking at screens.
- Occasional travel may be required by all mode of transportation, instate and out of state.
- Occasional overtime may be required.

**19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**20. My responsibility 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.      |

21. *I certify that the above answers are my own and are accurate and complete.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why? Management prepared.

23. What are the essential duties of this position?

Testing of Information Technology systems for DTMB Customer Services to CEPI. Help develop and maintain the IT testing processes, methods and standard to be used within DTMB Customer Services to CEPI.

Eliciting, analyzing, validating and refining requirements into user stories and testable acceptance criteria for the DTMB Customer Services to CEPI team.

**Critical Job Role:** Software Quality

**Competencies:** Technical/Professional Knowledge, Customer Focus, Communication, Decision Making, Planning and Organizing Work, Building Strategic Working Relationships, and Initiating Action.

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

No changes have been made to the duties and responsibilities.

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

DTMB Customer Services provides support to CEPI projects and systems. This position resides in Customer Services and provides testing coordination, testing, and quality assurance services to DTMB Customer Services staff supporting CEPI.

This position provides business analyst services to aid in the development of new data systems and the enhancement of existing data systems owned by CEPI.

This position supports all CEPI projects and systems.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?

**EDUCATION:**

Possession of a bachelor's degree with not less than 21 semester (32 term) hours in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming or mathematics.

DTMB Customer Services provides support for CEPI projects and systems. This position provides business analyst services to aid in the development of new data systems and the enhancement of existing data systems owned by CEPI.

**EXPERIENCE:**

Three years of professional experience equivalent to an Information Technology Programmer/Analyst 11.

Note: Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Highly Desirable:

- Knowledge and/or training in the discipline of IT testing.
- Knowledge of automated testing
- Knowledge and/or training in the use of standard test plans and procedures.
- Knowledge and/or training with Microsoft SQL (T-SQL).
- Knowledge of software development and testing
- Ability to plan, coordinates, and expedite work projects
- Knowledge and/or experience in documenting and gathering business, functional or technical requirements for software projects.
- Knowledge of project management and related methodologies (e.g. PMI, or other industry accepted standard)
- Knowledge and/or experience with Agile methodologies (specifically Scrum)
- Proficiency with all MS Office applications, MS Project and Visio.
- Ability to conduct training & information sessions, communicate at a level appropriate to the audience, make oral and written reports and presentations.
- Strong facilitation, written and communication skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required. Duties may involve the use of a personal vehicle.

***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.******27. 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's Signature\_\_\_\_\_  
Date**TO BE FILLED OUT BY APPOINTING AUTHORITY****28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.*****29. I certify that the entries on these pages are accurate and complete.***\_\_\_\_\_  
Appointing Authority's Signature\_\_\_\_\_  
Date