

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 TECH, MGMT AND BUDGET - IT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agency Services Supporting DHHS
4. Civil Service Position Code Description INFO TECH PRGMR ANALYST-E	10. Division Eligibility
5. Working Title (What the agency calls the position) ITPA P11 – Application Developer	11. Section Operations & Support
6. Name and Position Code Description of Direct Supervisor POWELL, WILLIAM J; INFO TECH MANAGER-3	12. Unit Bridges Operations & Support
7. Name and Position Code Description of Second Level Supervisor HART, JOHN R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Grand Tower, 235 S Grand Ave, Lansing, MI 48933 / 8:00am-5:00pm, Monday-Friday / Hybrid schedule

14. General Summary of Function/Purpose of Position

This position functions as an application developer, the employee performs a complete range of information system analyst assignments including, but not limited to, designing, developing, testing, and implementing computer systems and applications for Agency Services supporting MDHHS. This position is an information programmer/analyst technical resource on the development team in the Eligibility Area. This position provides production support, develops, and maintains applications across multiple platforms. This position will be using web development technologies using JAVA, PL/SQL and other software tools for the Bridges and related projects. This position is also responsible for the development and maintenance of portions of other related processes in the Eligibility area that support the Department of Health and Human Services. This may include reports associated with those processes. It also includes development of documentation in all areas under their own responsibility, navigation, data storage, data retrieval, data validation, data manipulation, printing, and other processes.

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: 80

The position will be responsible for design, integration, implementation, maintenance and enhancement of web-based applications for the supported departments' use.

Individual tasks related to the duty:

- Participate in project review meetings and project workgroups.
- Design and document IT solutions that are State of Michigan standard technology.
- Works with DBA to maintain data dictionary.
- Create, update, and maintain systems and IT programs documentation, including system specs and flow diagrams.
- Develop software code based on design.
- Design solutions for a specific application need.
- Code to Standards
- Work with the business client/Business Analyst/tech leads to create test scenarios. Design and develop test plans, applications, or subsystems.
- Provide defect tracking log entry information.
- Test the system and associated design to ensure compliance with the business rules which govern the system.
- Maintain and upgrade systems as a result of tool/environment upgrades.
- Document identified problems and analyze to determine root cause and provide root cause analysis.
- Produces Local Change Board documents.
- Follow change management procedures and provide input to execute change management.
- Work with vendors who provide IT solutions.
- Represents DTMB as a technical resource at meetings.
- Performs assigned tasks for internal/external security and standards review and development.
- Identify potential impacts of changes.
- Research, test, and recommend new development tools, languages, upgrades, and equipment as directed by senior team members.

Duty 2

General Summary:

Percentage: 15

Use programming knowledge and ability to code, test, and debug computer programs as may be required.

Individual tasks related to the duty:

- Participates with systems, programming, operations, and user staff in the solution of software and/or policy related needs/problems.
- Participates with systems staff and users on issues relating to operating systems, computer networks and packaged programs.
- Working from program specifications, prepares computerized applications, including writing and keying program code, then developing, and initiating action to determine the applications' accuracy in producing desired result.

Duty 3

General Summary:

Percentage: 5

Provide functions appropriate to the position as assigned by the first-line supervisor or a more experienced analyst/programmer.

Individual tasks related to the duty:

- Responsible for keeping first-line supervisor informed of progress and/or problems in relation to assignments and deadlines.
- Ability to maintain records, prepare reports and conduct correspondence related to the work.
- Meet with users for clarification and elaboration as may be necessary to clearly define the problem and conceptualize a development plan.
- Ability to recognize, gather, assemble, correlate, and analyze facts, draw conclusions, define problems, and devise solutions and alternatives.
- Make appropriate recommendations to users and first-line supervisor.
- Design, implementation, and maintenance of highly technical computer programs.
- Ensure policies, procedures and data processing standards are adhered to.
- Ensure that the proper operation and integrity of the computer application is maintained and in a timely manner.
- All 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.

As a first functional level position, all assignments and work are performed under the guidance of a more experienced analyst/programmer or the first-line supervisor. Decisions made can affect area staff, other division staff, end users (central office, agency management, local office staff, other agencies, and the public). Consequences may involve inappropriate agency data, loss of federal funding, non-compliance with legislative mandates, and inappropriate agency management decisions based on incorrect information.

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

- Any decisions which deviate from prior practice, documented policy, or not covered by standing instructions.
- User Service Requests and programming action resulting from new system development, system discrepancies, or production problems.
- Supervisor is also aware of any contact from Operations Division, user staff, or other State data center personnel regarding the exchange of information concerning system development.
- Decisions relating to priority of project.

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 is located within a standard office location or standard conference room settings.
A minimum amount of effort may be required to walk or drive to locations other than primary work location.
Position subject to stress and pressure to resolve problems quickly and effectively.

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?

The essential duties of this position are as an information technology programmer/analyst and technical resource on the development team in the Eligibility Area. This position provides production support, develops, and maintains applications across multiple platforms. This position will be using web development technologies using JAVA and PL/SQL for the Bridges project. This position is also responsible for the development and maintenance of portions of other related processes in the Eligibility area that support the Department of Health and Human Services. This may include reports associated with those processes. This also includes development of documentation in all areas under their own responsibility, navigation, data storage, data retrieval, data validation, data manipulation, printing, and other processes.

Competencies (in alphabetical order): Communication, Continuous Learning, Contributing to Team Success, Customer Focus, Follow-Up, Planning and Organizing Work, Technical/Professional Knowledge

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

PD update, the essential dutes and tasks have remained the same the update is using currents Senior Standards.

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

Each area within Agency Services develops implements and maintains the automated data processing systems required by the Bureau and Offices within the Department of Health and Human Services for which each Area is responsible. It must perform these activities in compliance with ever changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing division policy/procedures/standards and maintaining operation effectiveness. This position is part of the support structure of a service-oriented organization. Knowledgeable, technical staff is needed to meet the commitments of the Agency without further compromising staffing of other priority projects.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Information Technology Programmer/Analyst 9

Possession of an Associate's degree with 16 semester (24 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management or mathematics.

Information Technology Programmer/Analyst P11/12

Possession of a Bachelor's degree with 21 semester (32 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management or mathematics.

EXPERIENCE:

Information Technology Programmer/Analyst 9

No specific amount or type is required.

Information Technology Programmer/Analyst P11

No specific type or amount is required.

Alternate Education and Experience

Information Technology Programmer/Analyst 9

Educational level typically acquired through the completion of high school and two years of experience as an application programmer, computer operator, IT Technician, or two years (4,160 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Public Assistance Eligibility Programs
- Java IDE (NetBeans, Eclipse, JDeveloper) and Java Web Development (JSP, Struts, Servlets, MVC architecture)
- Enterprise Java Development (EJB, application servers such as JBOSS)
- Service Oriented Architecture Technologies (web services, SOAP, XML)
- Ad-Hoc Reporting tools, such as Business Objects, Crystal Reports or Macromedia Studio MX

SKILLED/EXPERIENCE IN:

- Using Java as an application programming language
- Web development tools (DHTML, HTML, JavaScript, CSS)
- PL/SQL and Oracle databases
- ANSI SQL

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a vehicle.

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.

AMY MILLER

Appointing Authority

9/10/2025

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