

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>  Info Tech Prgmr Analyst-A	<b>8. Department/Agency</b>  TECH, MGMT AND BUDGET - IT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>  AGENCY SERVICES SUPPORTING MDHHS
<b>4. Civil Service Position Code Description</b>  ITPA12 - DATA WAREHOUSE ETL DEVELOPER	<b>10. Division</b>  DHHS SYSTEMS DATA ANALYTICS & VISUALIZATION
<b>5. Working Title (What the agency calls the position)</b>  ITPA12 - DATA WAREHOUSE ETL DEVELOPER	<b>11. Section</b>  REPORTING
<b>6. Name and Position Code Description of Direct Supervisor</b>  AL-ANSARI, MUSTAFA H; INFO TECH MANAGER-3	<b>12. Unit</b>  CHILD WELFARE REPORTING TEAM
<b>7. Name and Position Code Description of Second Level Supervisor</b>  WYMER, JASON; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b>  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 a senior information technology analyst responsible for developing, maintaining and enhancing a variety of automated data warehouse ETL applications located on the State of Michigan's Teradata Data Warehouse platform. The position will represent the team and coordinate team activities with other data warehouse teams on complex, multi-team projects. This position will coordinate and develop test plans and strategies for various types (i.e. integration, system, user acceptance). This resource will be responsible for mastering knowledge of the business practices, workflows, performance indicators, and predictive factors related to Eligibility areas of MDHHS to best serve our customers. This position will coordinate other testing resources to execute the approved plans, testing approach and testing scripts during a release phase. In addition, the position will work with other data warehouse developers to review existing data warehouse policies and practices, modify work items as needed, or propose new ones. The ability to work in a hybrid agile programming environment while utilizing Azure DevOps is preferred. Knowledge of programming languages and techniques is required, specifically in creating and maintaining PERL, Python, and Unix scripting languages

This position is located on Michigan Department of Health and Human Services (MDHHS) Data Warehouse Team. Knowledge of Teradata and Business Objects, along with relational database experience is required to help develop and maintain MDHHS data warehouse applications and queries.

**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: 55**

Serve as a team lead and resource directing the programming, testing, and implementation of new and existing complex ETL code following industry and DTMB development standards. Develop or approve plans for testing and implementation of applications. Evaluate impacts of changes and new technology.

**Individual tasks related to the duty:**

- Design/Document IT solutions when new technology is involved with guidance and review from the solutions architect (SA) to ensure the software architecture aligns with the hardware architecture and other DTMB enterprise guidelines.
- Assist Architect or DBA to draft technical database model that: Complies with audit separation of duty requirement, Captures requirements of data elements, Designs data elements to best meet application needs
- Serve as a team lead and resource, directing the code development, providing advice and guidance to other development staff.
- Develop/design the coding standards and integration processes/objects/ framework that can be leveraged for an IT solution.
- Evaluate and identify opportunities for programming standardization.
- Lead code review to ensure strategies and applications adhere to State and agency policies, standards or guidelines.
- Participate in department wide coding standards review. Work with the SA to establish guidelines/processes on code review.
- Maintain source code within the standard version control tool.
- Review and approve application test plans with Business Analyst. Incorporate all levels of security, which were identified as system requirements, into test plans.
- Coordinate application peer testing, load testing and system integration testing.
- Implement environment upgrades with guidance and review from the solutions architect (SA).
- Represent DTMB on internal/external security policy and standards review teams with guidance and review from the SA.
- Ensure proper change management for all requested fixes to production systems.
- Work with the CM team to release the code to appropriate environments.
- Prepare documentation for disaster recovery planning and implementation.
- Maintain source code within the standard version control tool – Azure DevOps.
- Prepare documentation for disaster recovery planning and implementation
- Follow all policies, standards and procedures of DTMB.

**Duty 2**

**General Summary:**

**Percentage: 25**

Apply automated data processing principles and procedures to assist users in resolving system related problems with highly complex computer applications. Recommend solutions to persistent problems.

**Individual tasks related to the duty:**

- Develop solutions for existing IT systems to best meet the user's needs enabling more efficient and cost-effective processing. This includes reviewing existing systems, evaluating possible solutions, and recommending technical modifications.
- Work with users for clarification and elaboration 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.
- Develop and monitor defect tracking logs and facilitate problem resolution.
- Participate in statewide IT initiatives as necessary, appropriate, and required by supervisor.

**Duty 3**

**General Summary:**

**Percentage: 10**

Consult with clients to explain complex IT processes, DTMB standards, and solutions, developing and maintaining an effective communication plan within DTMB and agency clients relating to project level metrics, bureau level project reporting, etc.

**Individual tasks related to the duty:**

- Serve as Agency Services liaison to external consultants.
- Recommend action to increase application performance i.e., update, response time, throughput, reliability, scalability, etc.
- Gather, review and analyze potential impacts of changes and inform DTMB management and support client agency of impact and risks to existing IT solutions due to proposed legislation requests, changes in processes or procedures.
- Apply and manage security restrictions (application level, folder level and object level) based on user profile and groups.

**Duty 4**

**General Summary:**

**Percentage: 10**

Performs special assignments as assigned.

**Individual tasks related to the duty:**

- Make presentations about complex data processing applications to systems users, Agency management, representatives from other State agencies/departments.
- Participate in task forces, special committees, and research groups, to support development of data processing systems.
- Evaluate impact of new development tools, languages, upgrades and equipment on agency systems and make recommendations to DTMB and/or agency clients in collaboration with the solutions architect (SA).
- Keep abreast of new technologies through professional reading, seminars, etc.
- Serve on IT related advisory groups and interview panels upon request.
- Perform related work as is deemed necessary and appropriate by the supervisor.
- Identify, recommend and implement improvements in the IT operations of assigned systems.
- Participate in statewide IT initiatives as necessary, appropriate and required by supervisor.
- Develop and monitor defect tracking logs and facilitate problem resolution.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

The decisions that are made independently in the context of data warehouse standards and review processes are those that involve Compliance Division application development and coding and the design and coding of the Business Intelligence (BI) reports or universes. These decisions will affect the correctness and efficiency of the data acquisition process, and the correctness of the results presented. This latter area would affect significant MDHHS efforts and impact federal Quality Control requirements.

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

- Major security actions affecting MDHHS.
- Implementation of new security policies and standards.
- Decisions that have or may have legislative, legal, or budgetary impact.
- Impacting approved scope, schedule, or cost.
- Regarding implementation of modifications or new development for automated systems
- Action to be taken in the event of a major security problem.

**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.**

No physical or environmental restrictions. Position is assigned to a desk/professional office environment. The majority of the work is performed sitting at a workstation suitable for a personal computer user. A minimum effort may be required to travel to other locations within the area.

**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):**

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

This position serves as a senior information technology analyst responsible for maintaining and enhancing databases located on the State of Michigan's Teradata data warehouse platform. The position develops applications and processes for the enhancement and maintenance of the data warehouse databases. The position develops and maintains Compliance Division computer applications for Federal data collection and reporting. This position also serves as a senior information technology analyst responsible for assisting to maintain and enhance MDHHS's data warehouse Business Intelligence reporting capabilities.

This position requires the person to:

- Make customers and their needs a primary focus of one's actions; develop and sustain productive customer relationships.
- Identify and understand issues, problems, and opportunities; compare data from different sources to draw conclusions; use effective approaches for choosing a course of action or developing appropriate solutions; take action that is consistent with available facts, constraints, and probable consequences.
- Establish courses of action for self and others to ensure that work is completed efficiently.
- Keep up with current developments and trends in areas of expertise (having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas).

Competencies (in alphabetical order): Adaptability, Innovation, Meeting Participation, Planning and Organizing, Technical/Professional Knowledge.

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

Establishment

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

Each area within the Division develops implements and maintains the automated data processing systems required by the Bureau and Offices within the Department of Health and Human Services. It must perform these activities in compliance with ever changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing agency policy/procedures/standards and maintaining operation effectiveness. This position is part of the staff needed to develop and support system applications.

Data Analytics and Visualization division is responsible for data warehousing and business intelligence activities for MDHHS. The Division seeks to ensure that our solutions help support the goals of making the State of Michigan one of the most efficient and responsive governments in the world by providing the data needed to support effective and timely decision making.

Our Senior Application Developer will be charged with ensuring that all requests for reporting capabilities are viewed holistically within the larger framework of the Division. Further, our Senior Application Developer will work to understand not only the immediate request being worked, but the broader strategic picture of MDHHS so that the solutions provided meet immediate needs and are positioned effectively to add additional value in the future.

**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 12**

Two years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11.

**Alternate Education and Experience****Information Technology Programmer/Analyst P11 - 12**

Possession of an associate's degree with 16 semester (24 term) credits in computer science, information assurance, data processing, computer information, data communications, networking, systems analysis, computer programming, IT project management, or mathematics and two years of experience as an application programmer, computer operator, or information technology technician; or two years (4,160 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

OR

Completion of high school and four years of experience as an application programmer, computer operator, information technology technician, or four years (8,320 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:****KNOWLEDGE OF:**

- Application development lifecycle includes systems analysis, design, development and system testing techniques
- SQL and Online Analytical Processing (OLAP) design
- One or more computer programming languages
- Linux environments and use of the command line
- Desired: State of Michigan's Compliance Division systems and business practice
- Desired: Business Objects reporting for design and performance
- Desired: Teradata DB environments

**SKILLED/EXPERIENCE IN:**

- Data analysis skills
- Platforms such as Azure DevOps or JIRA
- Desired: API development

**ABILITY TO:**

- Work productively and always project a positive outlook
- Self-motivate and be results oriented; able to motivate others
- Demonstrate excellent oral and written communication skills, lead groups of people through discussions, technical or otherwise
- Be a strong team player; able to work effectively within a team and more broadly with people from a variety of backgrounds and areas across the organization
- Prepare detailed written instructions and documentation
- Effectively make oral and written reports and presentations and prepare clear and concise documentation,
- Communicate technical terminology at a level appropriate to the audience
- Troubleshoot application issues under pressure

**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.*

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Supervisor

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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

9/12/2025

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