

State of Michigan  
Civil Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. INTCSPL4

## 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>	<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 for MDHHS
<b>4. Civil Service Position Code Description</b> Info Tech Specialist-4	<b>10. Division</b> Technology & Database Support
<b>5. Working Title (What the agency calls the position)</b> ITS-15 DHHS Enterprise Tools Architect	<b>11. Section</b> Architecture & Database Support
<b>6. Name and Position Code Description of Direct Supervisor</b> KODALI, SRINIVAS; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> TDS
<b>7. Name and Position Code Description of Second Level Supervisor</b> TEKINEL, KEMAL; STATE DIVISION ADMINISTRATOR	<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**

The specialist serves as the Enterprise Tools Architect for DHHS, responsible for designing, implementing, and managing the full lifecycle of enterprise-wide tools and pipelines. This includes architecting and administering solutions that support Oracle, SQL, and other critical DHHS enterprise tools, ensuring they are seamlessly integrated across the entire organization.

As the lead for Tools Administration, this role provides centralized shared services, delivering consistent and efficient enterprise delivery through robust CI/CD pipelines—primarily leveraging Azure DevOps—while ensuring reliable performance, scalability, and standardization for all supported platforms.

The position houses and manages over 200 servers and 278 applications across DHHS, serving as the single point of contact for enterprise tools administration. It supports all areas by leveraging Agile and Waterfall methodologies across both cloud and on-premise environments, ensuring flexibility, scalability, and integration with business needs.

Key responsibilities include leading, designing, and implementing Application Lifecycle Management (ALM) Enterprise initiatives, as well as providing strategic leadership for enterprise lifecycle management of tools and processes. This includes system upgrades, migrations, and platform modernization in collaboration with middleware, DBAs, and application teams to ensure compliant, reliable, and high-performing operations.

The specialist provides technical leadership and mentorship across DHHS, ensuring lifecycle consistency, tool optimization, and enterprise-wide alignment. Through shared services, they enable Oracle, SQL, and Azure DevOps pipeline efficiencies and enterprise lifecycle best practices, strengthening the department's ability to support critical state programs and services.

**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**

Serve as Tools Administrator managing the design, testing, and documentation of Oracle, SQL, and Azure DevOps processes and enterprise tools.

Resolve system architecture, configuration, and scripting issues to deliver integrated enterprise solutions aligned with DHHS goals.

**Individual tasks related to the duty:**

- Design and implement release management processes, services, standards, direction, and improvements across Oracle, SQL, and Azure DevOps pipelines.
- Support enterprise lifecycle management by aligning tool administration initiatives with business goals.
- Design, develop, test, and implement build scripts to support automation across cloud and on-premise environments.
- Work with teams and product owners to refine lifecycle processes, prioritize Agile and Waterfall backlogs, and maintain release readiness and schedules.
- Design and implement source code repositories with branch integrity, versioning, and lifecycle management.
- Implement and manage Oracle, SQL, and Azure DevOps pipelines to automate integration, testing, and deployment across DHHS environments.
- Ensure application artifact integrity by integrating ALM tools into build pipelines; design and monitor automated release processes with compliance and auditability in mind.
- Lead the development of benchmarks and report on KPIs for release and lifecycle management services.
- Ensure compliance with Enterprise Change Management standards across development, testing, acceptance, and production environments, including coordinating, creating, approving, and monitoring required work items.
- Lead the development of release and rollback strategies to maintain enterprise system stability.
- Lead and direct impact analysis of potential changes due to legislation, enhancement requests, or business process updates.
- Provide lifecycle and application support that complies with State of Michigan policies.
- Provide shared services and guidance across Oracle, SQL, and Azure DevOps pipelines/environments to support all agency areas.
- Review and approve technical deliverables including presentation materials, design documents, and application demonstrations.
- Ensure technical design strategies adhere to State and agency policies, standards, and guidelines.
- Direct and coordinate development resources, agency staff, and service delivery teams.
- Coordinate IT production support for critical systems based on business schedules and needs.
- Collaborate with agency teams to meet delivery and compliance goals.
- Oversee lifecycle delivery activities to ensure on-time completion and system reliability.
- Provide technical approval for design and production releases.
- Provide technical leadership and mentoring on lifecycle management, build and release design, and tools administration best practices.

**Duty 2**

**General Summary:**

**Percentage: 15**

Provide technical leadership as the specialist of Tools Administration for Oracle, SQL, and Azure DevOps pipelines—supporting all areas across DHHS in cloud and on-premises environments and using Agile and Waterfall. Lead, design, and implement ALM enterprise initiatives and shared services to strengthen enterprise lifecycle management.

**Individual tasks related to the duty:**

- Develop or revise methods for general improvements of system efficiency.
- Assist agency clients in planning and prioritizing lifecycle-managed, automated infrastructure and application delivery initiatives that align with strategic goals and enterprise practices for scalable, compliant systems.
- Perform business and technical requirements analysis for all supported systems/services configuration.
- Provide various types of reports as required by management.
- Periodically audit systems to ensure that Tools Admin environments, configuration, and change-management policies and procedures are being followed.
- Conduct periodic review of all supported systems' lifecycle plans and provide updates for system security plans (SSPs) as required.
- Provide oversight and serve as the primary point of contact for Tools Admin and other supported system-level audit requests.
- Represent management in meetings regarding the technical aspects of software components and functionality in IT applications.

**Duty 3**

**General Summary:**

**Percentage: 5**

Perform additional duties that support enterprise lifecycle management and the role of Tools Admin specialist for Oracle, SQL, and Azure DevOps pipelines across DHHS. Provide leadership and consultation in modernization, shared services, and enterprise initiatives.

**Individual tasks related to the duty:**

- Evaluate, recommend, and integrate enterprise tools (Oracle, SQL, Azure DevOps) to streamline pipelines and support lifecycle best practices across DHHS.
- Collaborate on statewide IT initiatives, ensuring alignment with enterprise lifecycle principles such as automation, compliance, and continuous improvement.
- Provide leadership, consultation, and expertise on special teams and projects assigned.
- Continue to refine and recommend configuration management and tools administration best practices.
- Recommend changes to infrastructure to promote state-of-the-art technology for agency applications.
- Ensure relevant administrative functions are complete and accurate.
- 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.

- Tools Admin architecture and designs affecting agency projects, development staff, and users.
- Design, build, and test applications and Oracle/SQL workflows using State standards and enterprise lifecycle practices.
- Troubleshoot and resolve technical issues across agency and support teams in both cloud and on-premise environments.
- Develop and manage enterprise lifecycle management policies and procedures to ensure consistency, compliance, and scalability.

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

- Deviations from practices, standards, or written policies.
- Any decision impacting approved scope, schedule, or cost.
- Escalate decisions affecting cross-system dependencies, budgets, or staffing.
- Flag impacts to agency strategic priorities or enterprise security posture.
- Surface technical designs requiring broader policy or interagency review.

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.

- Work is performed in a business office setting / typical office environment.
- Involves heavy workloads, mandatory deadlines, stress, and pressure to resolve problems quickly and effectively.
- Occasional overtime may be required to meet enterprise lifecycle and agency support needs.

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):

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

The essential duties of this position are to serve as the Tools Admin Specialist for the DTMB AS MDHHS Data, Analytics, and Visualization (DAV) Division. This role encompasses all areas by leading the design, implementation, and enterprise lifecycle management of Oracle, SQL, and Azure DevOps pipelines that house more than 200 servers and 278 applications across DHHS.

The specialist acts as the single point of contact — they are the specialist of Tools Admin — ensuring consistent administration, modernization, and integration of enterprise tools across both cloud and on-premise environments. The role provides shared services across Oracle, SQL and Azure DevOps pipelines in Agile and Waterfall methodologies to deliver reliable solutions.

This position drives ALM Enterprise initiatives in DHHS, ensuring that new features, functions, and lifecycle components are integrated seamlessly into existing architectures. It also provides strategic leadership for upgrades, migrations, and shared services that impact the entire department.

Competencies: Building Strategic Working Relationships, Building Trust, Communication, Contributing to Team Success, Customer Focus, Decision Making, Innovation, Initiating Action, Honesty/Integrity, 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?

This position is part of a service-oriented support structure requiring knowledgeable technical staff to uphold departmental commitments without impacting other priority projects.

Serving as the Tools Admin Specialist for the TDS Division, this role provides technical leadership in the administration, development, implementation, and lifecycle management of Oracle, SQL, and Azure DevOps pipelines.

The Tools Admin Specialist houses and manages over 200 servers and 278 applications across DHHS, ensuring that enterprise lifecycle management, shared services for Oracle, SQL, and Azure DevOps pipelines, along with Agile and Waterfall delivery across both cloud and on-premise environments, are consistently applied. This position drives ALM Enterprise initiatives in DHHS and ensures modernization, scalability, and compliance across the department's enterprise systems.

**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 with at least 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 Specialist 14 - 15**

Three years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11 or one year equivalent to an Information Technology Infrastructure or Programmer/Analyst 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**KNOWLEDGE OF:**

- VMware, physical server configuration, and network configurations
- LDAP, Load Balancers, F5, and related systems
- Oracle and SQL Server database administration and lifecycle management
- Application Lifecycle Management (ALM) processes across enterprise systems
- Cloud-based systems including AWS, Google Cloud Platform (GCP), and Microsoft Azure

**SKILLED IN / EXPERIENCE WITH:**

- Tools Administration for Oracle, SQL, and Azure DevOps pipelines
- Automating builds, branching strategies, conflict resolution, regression testing, smoke testing, and release deployments across multiple environments
- Multiple platforms such as Linux, Windows, Oracle, SQL Server, and Teradata
- Agile and Waterfall project delivery methods
- Configuration management tools and deployment automation software
- Release and lifecycle management across 200+ servers and 278 applications in DHHS
- Shell scripting and automation (bash, sh, korn shell, cURL) for lifecycle management
- Monitoring system performance (disk, CPU, and network), troubleshooting issues, and responding to anomalies in 24/7 environments
- Capacity planning and forecasting to ensure system scalability and future growth
- Managing full project lifecycles from design to implementation and ongoing support
- Performing system monitoring, analysis, and performance tuning
- Automated testing tools and scripting for Oracle/SQL pipelines
- Producing deliverables using the State's Unified Information Technology (SUITE) Systems Engineering Methodology (SEM) or similar

**ABILITY TO:**

- Self-motivate, be results-oriented, and motivate others
- Demonstrate excellent oral and written communication skills, including leading teams and presenting technical solutions
- Work effectively as a strong team player with diverse stakeholders across the organization
- Prepare detailed written instructions, documentation, and lifecycle plans
- Communicate technical terminology at a level appropriate for the audience
- Establish and maintain strong working relationships with clients and support teams
- Resolve complex problems in a timely manner while maintaining lifecycle standards
- Lead, design, and implement enterprise lifecycle management practices
- Troubleshoot and resolve application and infrastructure issues under pressure
- Deliver consistent shared services across Oracle pipelines and SQL to support enterprise initiatives

**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.***

AMY MILLER

11/24/2025

\_\_\_\_\_  
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