

State of Michigan
Civil Service Commission

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

Position Code

1. ITPRANA

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
4. Civil Service Position Code Description Info Tech Prgmr Analyst-A	10. Division Agency Services Supporting MSP
5. Working Title (What the agency calls the position) Senior Test Analyst/Developer	11. Section System Development and Support
6. Name and Position Code Description of Direct Supervisor LUDY, RICHARD A; INFO TECH MANAGER-3	12. Unit Open-Source Support
7. Name and Position Code Description of Second Level Supervisor PREM ANAND, IVANCE PAMIZHA; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7150 Harris Dr., Dimondale / 8:00 am – 5:00 pm Mon – Fri (may vary) Hybrid

14. General Summary of Function/Purpose of Position

As a Senior Test Analyst/Developer, this position performs a complete range of testing functions including, but not limited to, planning, constructing and execution of test artifacts for new and updated software applications in support of the Michigan State Police.

This position will be part of a team and will perform complex and non-complex testing maintenance and/or development and design. The employee is responsible for developing an expertise in testing principles, processes and methods and ensuring that the testing standards, guidelines and methodology are applied as specified in the test plans. The employee plays a key role in defect management, ensuring that test defects are tracked to closure and that the defect repository is kept up to date with the current status. The employee works with established methods, practices, procedures, and policies based on written or oral instruction.

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: 60

Serve as team lead and resource directing manual and automated testing for multiple complex systems following industry and DTMB development standards. Develop or approve plans for all aspects of testing to ensure high quality applications are delivered to our customers. Serve as Agency Services MSP liaison for testing with our MSP partners.

Individual tasks related to the duty:

Manual Testing

- Coordinate and analyze feedback from other reviewers. Collaborate and negotiate with the project managers and analyst to create appropriate resolutions. Review all acceptance criteria.
- Create and develop the original stories/testing approach, (unit, functional, integration, system, user acceptance and contribute automated testing), according to State of Michigan standards (SUITE) and collaborate with stakeholders for review and approval.
- Review and approve test artifacts. Identify and automate candidates.
- Create and design the testing data management plan which enables all business models to be properly tested.
- Coordinate, execute and communicate the test planning or sprint planning activities.
- Coordinate, execute and communicate the defect management process to stakeholders.
- Validate testing data/results and produce testing metrics. Ensure end to end testing has been completed.
- Define configuration management processes for testing artifacts and ensure compliance.
- Identifying and initiate continuous process improvement.

Automated Tester

- Create and design test planning or sprint planning documents.
- Serve as an escalation point for experienced level staff in automated test scripts.
- Create and design the maintenance plan for automated test scripts.
- Configure the automated tool to allow for collaborative use of scripts and components.
- Review and approve all outcomes of the maintenance plan tasks within the automated tool.
- Collaborate with Michigan Cyber Security to identify User profiles, user ID's and passwords within the constraints of Access Control Policy & Procedure and document in the DTMB- 170 Enterprise Security form, test security needs, application roles/permissions for all environments.
- Build environments {QA & DEV} specific test suites with integrated application life cycle management.
- Configure automated tools to create scripts based on standards and integrate with the application life cycle management tool.
- Create the testing data management plan for the automated test scripts.
- Publish results of automated test execution for release planning purposes.

Duty 2

General Summary:

Percentage: 20

Seek to build expertise in testing and support clients and other team members in testing.

Individual tasks related to the duty:

- Participate in lessons learned/retrospectives as required.
- Support business users during user acceptance testing.
- Meet with users and team members to discuss testing needs/requirements for new and existing systems.
- Determine best solution to meet user needs based on ease of use, allocation of system resources, compatibility with existing systems and cost effectiveness.
- Provide training support for users to better understand how to test new systems and enhancements.
- Expand functional/data model knowledge.
- Provide recommendations to user team members ensuring that proper information technology procedures are followed.
- Ensure that the Customer Service Help Desk requirements are met when implementing new or changed systems.
- Participate in project review meetings and project workgroups.

Duty 3

General Summary:

Percentage: 10

Research new technical products/techniques to better serve the client and Department of Information Technology.

Individual tasks related to the duty:

- Research, test, and recommend new development tools as they become available.
- Recommend internal technical modifications to enable more efficient and cost-effective processing.
- Keep current with new products, techniques, and processes in all areas of computer processing.
- Evaluate hardware items for possible use as solutions to meet the needs of the client/end-users or division.
- Evaluate 3rd party software for possible use as solutions to meet the needs of the client/end-users or division.
- Enhance skills as an analyst/programmer by attending organized training sessions and/or through self-study.

Duty 4

General Summary:

Percentage: 10

Perform special assignments and perform other work related to computer processing as assigned by the manager.

Individual tasks related to the duty:

- Serve as a Single Point of Contact (SPC) for Enterprise projects as assigned by the manager.
- Lead project teams, special committees, research groups to support development of major data processing applications and establishment of department/division standards/procedures.
- Recommend and implement alternative policy/procedures/standards.
- Gather data for the creation of reports for management and/or client.
- Represent the division at training sessions, seminars, and conferences.
- Perform other duties as assigned.
- Analyze and evaluate new project feasibility documents providing preliminary recommendations of implementation of technical solutions, resources, cost analysis, and impact to existing applications/projects.
- Develop alternative solutions and recommendations for new applications or existing technology systems that meet the business requirements and provide the best return on investment for the client.
- Develop detailed systems and application design, definitions, procedures, data files, forms and reports providing detailed documentation for new and existing applications/systems involving multiple state/federal/local agencies or multiple systems.
- Complete design specifications and coding for new computer applications/systems and modifications to existing computer applications.
- Design and develop test plans and test environments involving interaction of multiple programs or systems.
- Serve as the backup Scrum Master as needed.

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

- The implementation of a solution to best conform to requirements and resolve the user's problems.
- Establish work plans and prioritize courses of action for analyzing problems and developing interacting systems.
- Respond to inquiries for information regarding functionality and/or productional system issues. Timely, informed responses are critical to clients/end-users.
- Decisions made can affect the acceptance of systems by users and long-term support of those systems by other staff.
- Decisions also affect other department employees, other state agencies and all criminal justice agencies. Consequences may involve inappropriate agency data, loss of federal funding, non-compliance with legislative/security mandates, and inappropriate agency management decisions based on incorrect information.

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

- Decisions that deviate from prior practice or documented policy.
- Priority of projects/work requests.
- Purchase of hardware/software.
- Commitment of time schedule.
- Design, development, and maintenance strategy.
- Requests for training, seminar, or conference attendance.

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.

Typical office environment, including extensive use of a computer. Ability to drive an automobile to various locations for meeting purposes.

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?

Essential duties can change as the work environment changes. Generally, this position is expected to acquire and maintain a broad knowledge of applications, software, hardware, and agency programs and procedures. This knowledge is used to document and implement a comprehensive testing environment. This position is expected to lead the team to develop and maintain test cases and scenarios for system, user, operational, and regression testing, and to identify and document processes and procedures to follow based on DTMB standards. Communicating effectively, both orally and written, with clients, vendors and the criminal justice community is essential in performing the duties of this position.

Critical Job Role: Application Testing

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

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?

The System Development Section and Open-Source Support Unit provide support the Michigan State Police existing technology systems. This position provides day-to-day support as well as development of new systems for the Michigan State Police. 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 operational effectiveness. This position functions as part of the support structure for a service-oriented organization providing development for new systems as well as support for existing systems. This position will be involved in the planning and testing of new and existing MSP programs. This position will provide support for MiPISTOL, MICR, CPL, CJIC Reporter, PPO, BREATH and other systems developed for use by the MSP.

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 in advanced testing techniques and processes including testing automation.
- Knowledge in VB.Net, Java, C++, XML and JSP.
- Knowledge in Oracle database and stored procedures.
- Knowledge in IBM MQ/WebSphere Integrator would be desirable and beneficial.
- Knowledge in design, development, implementation and documentation of data systems.
- Knowledge of project and change management and tools.
- Ability to organize and coordinate tasks.
- Ability to communicate and relate technical terminology to team members and client.
- Ability to learn and apply complex languages and programs.
- Interpersonal skills and exceptional written communication.

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

3/4/2026

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