

<p>1. Position Code ITPRANAN84N</p>
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State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909

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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.**

<p>2. Employee's Name (Last, First, M.I.)</p>	<p>8. Department/Agency Technology, Management & Budget</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission) Agency Services for MDOC, MSP, & DMVA</p>
<p>4. Civil Service Classification of Position ITPA12</p>	<p>10. Division Agency Service Supporting MSP</p>
<p>5. Working Title of Position (What the agency titles the position) SENIOR INFORMATION TECHNOLOGY PROGRAMMER/ANALYST</p>	<p>11. Section .NET Application Development and Support</p>
<p>6. Name and Classification of Direct Supervisor ANDREW MULLIKIN, IT MANAGER 14</p>	<p>12. Unit Dot Net Team</p>
<p>7. Name and Classification of Next Higher Level Supervisor PAMIZHA PREM, SAM 15</p>	<p>13. Work Location (City and Address)/Hours of Work 7150 Harris Dr., Dimondale, MI 8:00 am – 5:00 pm Monday – Friday (may vary)</p>

14. General Summary of Function/Purpose of Position

As a Senior 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 MSP. This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems.

This position is responsible for creating and supporting MSP applications with a focus on .NET technology-based application development. Technologies utilized include scripting languages, ASP.NET, MVC, .NET CORE, SQL, and supported programming languages (e.g. C#, C++, bootstrap) and relational databases, and a significant understanding of underlying networking and communication protocols.

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 **% of Time 60%**

Serve as team lead and resource directing the programming, testing, and implementation of new and existing complex web-enabled or client/server data system applications following industry and DTMB development standards. Develop or approve plans for testing and implementation of web-enabled or client/server data system applications, evaluate impacts of changes and new technology, recommend solutions to persistent problems, and server as Agency Services liaison to external consultants.

Individual tasks related to the duty.

- Design and 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
- Reviews and approves updates to systems documentation
- Serve as a team lead and resource, directing the code development, providing advice and guidance to other development staff.
- Reviews and approves recommended design solutions.
- 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 solutions architect to setup 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.
- Develop and monitor defect tracking logs and facilitate problem resolution.
- Design scripts and coordinate application peer testing, load testing and system integration testing.
- Develop plans and coordinate implementation of tool/environment upgrades with guidance and review from the solutions architect (SA).
- Monitors long term IT solution trends and recommends IT solutions to alleviate persistent problems.
- Provide input to procedures and ensure proper change management for all requested fixes to production systems.
- Communicate changes to DBA, Configuration Management (CM), Development team to complete the release to production.

- Create build using proper code source from the standard version control tool.
- Work with CM team to release the build to appropriate environments.
- Serve as Agency Services liaison to internal/external vendors/consultants/partners.
- Consult with agency 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.
- Represent DTMB Agency Services on internal/external security policy and standards review teams with guidance and review from the solutions architect (SA).
- Gather, review and analyze potential impacts of changes and inform DTMB management and supported client agency of impact and risks to existing IT solutions due to proposed legislation requests, changes in processes or procedures.
- 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).

Duty 2

General Summary of Duty 2 **% of Time 20**

Support production information technology (IT) systems to ensure ongoing operations and resolve production problems in a timely manner

Individual tasks related to the duty.

- Meet with users and team members to discuss 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 new system/enhancements work.
- Provide telephone support for users on a limited basis.
- Provide recommendations to user team members ensuring that proper information technology procedures are followed.
- Ensure that Help Desk requirements are met when implementing new or changed systems.
- Install and configure the CI/CD tools needed and perform the following as needed:
- Provide for regularly scheduled patching of the CI/CD environment.
- Set up new build and deployment streams as needed.
- Create and manage user accounts for the CI/CD environment.
- Research and identify additional tools and implement as needed.
- Interface with the enterprise initiatives related to DevOps.
- Provide training for the Development Team to make the best use of the tools available.
- Coordinate with the Configuration Team and assist with QA and Production environments as requested.
- Create documentation for the environment including current tools, future enhancements, user guides, etc.
- Conduct research and assist with developing a plan for integration of containers into our build stream.

Duty 3

General Summary of Duty 3 **% of Time 15**

Research new technical products/techniques.

Individual tasks related to the duty.

- Meet with users and team members to discuss 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
- Communicate effectively, verbally or in writing, with programmers, analysts, immediate supervisor, management, project leaders, systems customers, operations, other State Agencies, and vendors
- Demonstrate ability to effectively make oral and written presentations and prepare clear and concise graphs and charts
- Ensure relevant administrative functions are complete and accurate.
- Troubleshoot client application and server related issues.
- Actively seek training opportunities for professional development
- Plan and attend training, as required, to maintain work competencies and skills
- Identify and share information related to web software tools and technology with application development and technical support staff

Duty 4

General Summary of Duty 4

% of Time 5

Perform miscellaneous functions as needed to contribute to the overall operation and objectives of the Department of Technology, Management & Budget (DTMB), Agency Services and the client agency. Perform special assignments and perform other work related to computer processing as assigned by the manager.

Individual tasks related to the duty.

- Gather data for creation of single-use reports.
- Mentor new employees.
- Work with other members of the team and user staff to develop systems and resolve problems.
- Represent the division at training sessions, seminars, and conferences.
- Lead project teams, special committees, research groups to support development of major data processing applications and establishment of department/division standards/procedures.
- 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.
- Perform other duties as assigned.

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.

- The implementations of a solution to best conform to requirements and resolve the client’s problems.
- The acceptance of systems by users and the long-term support of those systems by other staff are affected by these decisions.
- 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 your supervisor’s review.

- Decisions that deviate from prior practice or documented policy.
- Priority of projects/work requests.
- Purchase and installation 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 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.

Standard office environment. Use of personal computer using keyboard and mouse to perform trouble shooting, create and edit technical materials, communications with staff and clients, and reports. A minimum effort may be required to walk or drive to other locations. Majority of work is performed sitting at an ergonomic prepared workstation suitable for a personal computer or attending meetings in standard conference room settings. This position is subject to stress and pressure to resolve problems quickly and effectively.

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?

YES

23. What are the essential duties of this position?

The duties stated in section 15 of this document must be performed accurately and independently. 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 assess user needs and problems, as well as design, develop, test, implement, maintain, and document application systems. This position is expected to develop/maintain system, user, operational, and training documentation. This position coordinates and develops software maintenance schedules with peers, vendors and clients across agency services.

Individual is expected to be able to effectively communicate both orally and in written correspondence with customers, staff and management.

Critical Job Role: Application Programmer/Analyst.

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.

Backfill for a vacant position that is needed for the development work in the .NET team.

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

The Application Development and Support section provides support for the Michigan State Police existing technology systems. This position performs the day-to-day support as well 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 development of new and existing MSP programs

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

EDUCATION:

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:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in VB.Net, C++, C#, XML and Javascript.
- Knowledge in Oracle database, SQL, packages and stored procedures.
- Knowledge in Microsoft Access and VBA code
- Knowledge in MVC framework.
- Knowledge in Azure Dev Ops
- Knowledge in DevSecOps Practices
- Knowledge in Network design and communication.
- Knowledge in IBM MQ and Crystal Reports 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 for project teams.
- 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 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