

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 SPECIALIST-3	10. Division Children Services State Hospitals (CSSH)
5. Working Title (What the agency calls the position) Application Architect	11. Section
6. Name and Position Code Description of Direct Supervisor PAINTER, BRUCE L; INFO TECH MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor ALARIE, LINA M; 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 serves as an IT Application Architect 14 supporting Children Services & State Hospitals information technology (IT) division. The primary application is the Comprehensive Child Welfare Information System (CCWIS) which is a case management information system that state and tribal title IV-E agencies use to support their child welfare program needs. This position will serve as the technical expert on orchestrating the placement and interaction of application components, to meet the agency business requirements, while also satisfying the often-conflicting requirements of sustainability, cost control, standardization, security, compliance and strategic alignment primarily for the CCWIS application. This position must ensure that the CCWIS application is properly integrated with COTS packages, Software as a Service, Web Services and other federal, state and local government applications and services, both internal and external to the State. This position will provide technical expertise and leadership to application development staff, promoting usability, security, mobility, maintainability and reuse. This position must be able to function with a minimum of direct supervision and requires a high degree of direct contact with department program managers and DTMB project and technology oversight groups. This position works as a part of a team of architects/designers with additional support staff.

Indirect reporting to the CTO thru the Office of Enterprise Architecture.

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: 70

In a specialist capacity, develop and manage the enterprise level architecture for all IT systems and projects within the scope of responsibility. Plan, develop and administer architectural practice related policies and procedures.

Individual tasks related to the duty:

- Provide application architecture expertise as it relates to the development and integration of applications, security, middleware, services, database design, development methodologies, and tools.
- Lead and coordinate with other technical resources in the overall application design, implementation, and integration of applications with other existing applications/technologies/data sources on multiple platforms within the agency, across multiple state agencies, DTMB Office of Enterprise Architecture, and with multiple vendors.
- Develop strategic goals required to ensure that the overall application architecture is in compliance with the DTMB Strategic Plan and DTMB development methodology best practices.
- Consult with application designers on proper application design and use of enterprise services.
- Compile or design application architectural models across the client enterprise for use internally and in conjunction with third party technology partners. The models are of two types:
 - Enterprise Models that depict the entire client enterprise and its inter-relationships internally and with the state enterprise architecture.
 - Reference Models that depict recommended & approved application designs, which can serve as a template for future projects.
- Perform architecture design reviews across the organization as a part of the Enterprise Architecture Core Team.
- Define, implement, and maintain the IT application architecture design methodology and best practices.
- Lead the effort towards services-based development and implementation.
- Survey external emerging development methodologies, and evangelize new technologies, standards, and methodologies that will have a positive impact on the quality of applications and services.
- Ensure the implementation of security standards in application architectures, designs, and coding practices. Be familiar with, provide research, documentation, and input (when applicable) to Enterprise Security policies and standards.
- Plan, develop and administer application design-related policies and procedures to promote high quality, accurate, and reusable application designs.
- Provide technical leadership, guidance, and direction to Application Architects, Database Administrators, Programmer/Analyst(s) supporting application design, database architecture and design, and overall application and service architecture functions in client agencies.

Duty 2

General Summary:

Percentage: 20

Develop and maintain application-level architecture components and design repositories (i.e., code libraries, middleware, services, database, and development tools).

Individual tasks related to the duty:

- Perform business and technical requirements analysis for client enterprise level code libraries, middleware, services, database, and development tools.
- Oversee the design and validation of client enterprise level application components, APIs, and related databases.
- Oversee and approve the development of, and changes to, the application architecture to ensure proper execution of the design.
- Provide technical support to application designers in the use of the enterprise service environment and development methodologies.
- Provide practical technical solutions to the development team to solve complex application development problems.
- Chair appropriate change control boards.
- Contribute to the development of testing plans, scenarios, and test data to ensure compliance and fit with the overall application architecture.
- Manage application architecture components and documentation versions using the established development and management processes and tools.
- Manage associated projects to develop client enterprise level application architecture components and objects.
- Review the security of application components and services.
- Act as the IT Architect SME covering the scope of responsibility on statewide and client enterprise application integration projects.
- Act as liaison to DTMB Office of Enterprise Architecture and Office of Enterprise Security. Direct the use of EA Solution Patterns and Reference Models with existing and proposed solutions within the area of responsibility. Assist in creating EA Solution Assessments.
- Participate with the EA Core Team in the exchange of architectural best practices, the development and review of EA Roadmaps, the review of EA Solution Assessments from across the enterprise.

Duty 3

General Summary:

Percentage: 10

Perform additional duties as assigned.

Individual tasks related to the duty:

- Perform code library, middleware, services support as required.
- Ensure the installation, configuration, testing, and implementation of the applications follow the architecture guidelines.
- Ensure proper operation of the applications.
- Participate in the development and implementation of processes that improve efficiency and enhance productivity.
- Provide leadership, consultation, and expertise on special teams and projects as assigned.
- Ensure relevant administrative functions are complete and accurate.

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

Final decision maker on the following:

- Application architecture design affecting CSSH agency development projects, development staff and applications users.
- Methodologies and tools used to develop application code, within DTMB standards, affecting CSSH agency development teams.
- The best approach to resolve technical issues and troubleshoot problems, affecting CSSH agency development and technical support teams.
- Plan, develop and administer application architecture design related policies and procedures, affecting CSSH agency development and technical support teams.

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

- Recommendations for application design that may have a direct impact on systems and agencies beyond the scope of responsibility.
- Requiring endorsement from managers of impacted applications beyond the scope of responsibility
- Recommendations impacting budget and staffing needs, or significantly impacting project schedules.
- Decisions having strategic technical implications.
- Conflicts between technical directions or staff organizations and changes having significant impact to staff.
- Security considerations impacting the enterprise or requiring additional review by policy.

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

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?

As the Application Architect supporting CSSH, this position is strategically responsible for the design and interaction of the client enterprise level application architecture, code libraries, middleware, and services components. This Specialist leads the migration to a services-based architecture; compiles and designs architectural models of current and proposed applications across the client enterprise; performs design reviews across the client organization; leads the evaluation of vendor software targeted for possible integration into the applications or environment; defines and manages the IT application design methodology; surveys external emerging developments in application design and methodologies, and evangelizes new techniques, technologies, and standards; manages the development and maintenance of the client application architecture environment, and consults with application designers on how to implement enterprise architecture components and resolve issues.

Critical Job Role: Application Architect

Competencies: Customer Focus, Technical/Professional Knowledge, Planning and Organizing Work, Communication, Building Trust, Contributing to Team Success.

Occasional overtime may be required.

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

PD update: essential duties and tasks have remained the same, minimal updates per requests of the IT Committee.

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 within DTMB/Agency Services, for which each area is responsible. It must perform these activities in compliance with ever changing State & 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 technical staff needed to develop and support these applications.

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:

- A thorough knowledge of the various aspects of complex application development environments and practices, ability to use precedents in making decisions, capacity to communicate effectively with others, and maintain favorable public relations with clients.
- Considerable knowledge of application development environments and tools, ability to gather and analyze facts, define problems and recommend solutions, ability to conduct interviews, and establish and maintain effective relationships with system users, ability to communicate technical terminology at a level appropriate to the audience.
- A thorough knowledge of the various aspects of the client agency.
- The ability to recommend technical solutions to business problems is essential.
- A thorough knowledge of business requirements, network-based application orchestration, control, audit, and enablement of system administration, database management, and application development.
- Advanced application development and integration techniques, using Salesforce, ADO, JAVA, JavaScript, HTML, XML, SQL, SOAP, REST, Microsoft VISIO, Microsoft Project, Microsoft Office (Word, Excel, Access, PowerPoint), relational database concepts, database concepts, telecommunication concepts, secure coding concepts, secure authorization concepts, web services.

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

Appointing Authority

5/20/2025

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

Employee Date