

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. ITPRANE

**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><br>TECH, MGMT AND BUDGET - IT                                                                         |
| <b>3. Employee Identification Number</b>                                                                                 | <b>9. Bureau (Institution, Board, or Commission)</b><br>Agency Services                                                           |
| <b>4. Civil Service Position Code Description</b><br>Info Tech Prgmr Analyst-E                                           | <b>10. Division</b><br>MDHHS/ Public Health Administration (PHA)                                                                  |
| <b>5. Working Title (What the agency calls the position)</b><br>Business Analyst                                         | <b>11. Section</b><br>Vital Records and Health Statistics                                                                         |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>MCINTIRE, THOMAS W; INFO TECH MANAGER-3             | <b>12. Unit</b>                                                                                                                   |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>NARMAT, VINOD; STATE ADMINISTRATIVE MANAGER-1 | <b>13. Work Location (City and Address)/Hours of Work</b><br>235 S Grand Ave, Lansing, MI 48933 / 8:00AM-5:00PM (may vary) Hybrid |

**14. General Summary of Function/Purpose of Position**

As an IT Business Analyst, 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/Public Health/VERA).

This position is supporting Vital Records in designing and implementing a wide range of IT solutions for streamlining critical business processes such as order processing of Birth and Death Records, image and document retrieval from file storage, modernizing manual documentation into electronic format, and reporting Birth, Death, and Fetal Death data to DHHS according to MDHHS VERA automated processes, data integrity, and securing MDHHS systems during all phases of the State of Michigan software development lifecycle. The position is responsible for the documenting of Birth, Death, Paternity, Marriage, and Divorce critical solutions through, but not limited to taking Vital records meeting notes, business requirements documentation, functional design documentation, maintenance plans, use cases, test strategy documentation, test plans, system security plans, and project implementation plans. The position will also require primary business analyst role supporting the Vital Statistics website with monthly deployments of data uploads for data analysis and the modernization initiative of the website.

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**

The primary duty of this position is to act as a liaison among technical and business stakeholders to elicit, analyze, communicate, and validate requirements for changes to information systems, business processes, and policies, as applicable. Collaborating with both the Information Technology (IT) project teams and business clients, this position collects, clarifies, and translates business requirements into design documentation, from which applications and solutions are developed.

**Individual tasks related to the duty:**

- Assist with the selection of the strategies, policies, programs and procedures for achieving the objectives and goals of the development needs.
- Provide research and input for the development of Statements of Work (SOW) and Total Cost of Ownership (TCO) for Requests for Proposals (RFP).
- Assist the Senior level with the Contract Change Notices (CNN).
- Research and provide input in the creation of project plans, SUITE and SEM documentation.
- Work with division clients to gather and organize requirements for IT solutions.
- Revise program specifications based on test results.
- Participate in artifact reviews with peers, system specialists, Enterprise Security and other DTMB entities to ensure IT solutions and applications adhere to DTMB and agency policies, standards or guidelines.
- Identify security requirements and standards.
- Assist Senior Business Analyst to become familiar with Enterprise Architecture Solution Assessment (EASA), Hosting document and Firewall Rules.
- Assist with design and document IT solutions that are State of Michigan standard technology.
- Draft Local Change Board documents.
- Develop training content.
- Design, develop, and implement test plans for applications or subsystems.
- Create or collect test data and execute approved tests to determine the accuracy of program logic to produce desired results.
- Assist in differentiating between defects and new requirements.
- Provide defect tracking log entry information.
- Assist with post implementation of RFCs (application changes, infrastructure changes, etc.)
- Maintain/update system documentation as a result of system upgrades.
- Monitors applications during peak production times.
- Produces Local Change Board documents and creates RFCs.
- Assists in creation/modification of project management documents by applying DTMB project management methodology to IT solutions that support the client agency(s).
- Assist in maintaining effective communication with DTMB vendors and agency staff relating to project-level metrics.
- Performs tasks for internal/external security and standards review.
- Assist in ICE Audits.
- Assist in evaluation of impact and risks to existing IT solutions due to proposed legislation, enhancement requests, changes in governmental processes or procedures.
- Participates in assigned task forces, special committees, and/or research groups.

**Duty 2**

**General Summary:**

**Percentage: 20**

Provide Agency support as assigned.

**Individual tasks related to the duty:**

- Apply State of Michigan IT business processes that support MDHHS.
- Apply State government processes to systems that support MDHHS
- Document changes to existing programs using standards established by DTMB management
- Follow business client's policies for access and distribution of reports and data
- Maintain work logs and status
- Have a good understanding of Hardware, Software, and the Development Cycle Stages.
- Possess some project management skills to ensure projects stay on time, on budget and is effective in solving the problem it was developed to solve.
- Perform tasks for internal/external security and standards review as directed.
- Monitor Remedy System problems reporting/tracking log/dashboard.

**Duty 3****General Summary:****Percentage: 10**

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.

**Individual tasks related to the duty:**

- Attendance at staff meetings.
- Contributing ideas on continuous improvement of IT processes.
- Assist the Business Analyst Specialist in creation of standards and templates for DTMB application programmer/analysts to use in developing application specifications and programs.

**Duty 4****General Summary:****Percentage: 10**

Perform special assignments as assigned.

**Individual tasks related to the duty:**

- Assist the Business Analyst Specialist in developing plans and coordinating implementation of new development tools, languages, upgrades, and equipment on agency systems and make recommendations to DTBM and/or agency clients in collaboration with Solutions Architect.
- Actively participate in the development and implementation of assigned client agency's IT strategic direction/plan.
- Perform other IT related Tasks upon request.

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

Project decisions associated with project management methodology in conjunction with MDHHS.  
Decide solution and resolutions to manage and resolve service requests.  
Day-to-day duties that do not affect work outside of the team.

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

Matters that affect the budget.  
Updates on enterprise, multiple-agency, and major projects.  
Major changes in project scope.  
When decision results in a business process change.  
When a decision impacts MDHHS goals or priorities

**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.**

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 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"/> 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. |

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 is supporting Vital Records in designing and implementing a wide range of IT solutions for streamlining critical business processes such as order processing of Birth and Death Records, image and document retrieval from file storage, modernizing manual documentation into electronic format, and reporting Birth, Death, and Fetal Death data to DHHS according to MDHHS VERA automated processes, data integrity, and securing MDHHS systems during all phases of the State of Michigan software development lifecycle. The position is responsible for the documenting of Birth, Death, Paternity, Marriage, and Divorce critical solutions through, but not limited to taking Vital records meeting notes, business requirements documentation, functional design documentation, maintenance plans, use cases, test strategy documentation, test plans, system security plans, and project implementation plans. The position will also require primary business analyst role supporting the Vital Statistics website with monthly deployments of data uploads for data analysis and the modernization initiative of the website.

Competencies: Adaptability, Communication, Customer Focus, Decision Making, 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 area is responsible for the Public Health systems that support Michigan's vital records, cancer registries, disease tracking, and overall interoperability for public health systems. This position will be responsible for the coordination and guidance in the design and development of enhancements to existing systems and for the development of new applications to ensure all the public health systems have the ability to relay accurate and timely information across programs internal and external to the State of Michigan; works with client and IT staff to meet growing state and federal requirements that that impact public health data; and maintain the overall standards needed to ensure system interoperability for Michigan's public health data.

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 9**

No specific amount or type is required.

**Information Technology Programmer/Analyst P11**

No specific type or amount is required.

**Alternate Education and Experience**

**Information Technology Programmer/Analyst 9**

Educational level typically acquired through the completion of high school and two years of experience as an application programmer, computer operator, IT Technician, or two years (4,160 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of fundamental Project Management Methodology (PMM).
  - Ability to use Visio and MS Office tools to prepare Prototypes, wireframes for requirement and data flow validations
  - Knowledge of Agile Software development methodologies.
  - Knowledge of MS Project or other project tracking tools.
  - Knowledge of structured programming methodology.
  - Knowledge of personal computers and personal computer software.
  - Knowledge of file maintenance and report generation methods.
  - Knowledge of data communication and transaction-based processing.
  - Knowledge of the fundamental concepts and operating principles of data communications and data processing hardware and software.
  - Knowledge of computer programming, data modeling, and object-oriented programming procedures and techniques.
  - Knowledge of application development environments and related tools.
  - Ability to prepare detailed written instructions and documentation.
  - Ability to analyze instructions and data.
  - Ability to gather and analyze facts, define problems, and devise solutions.
  - Ability to effectively make oral and written reports and presentations and prepare clear and concise graphs and charts.
  - Ability to conduct interviews and establish and maintain effective relationships with systems users.
  - Ability to maintain records, prepare reports, and conduct correspondence related to the work.
- Ability to communicate technical terminology at a level appropriate to the audience.

**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

8/20/2026

\_\_\_\_\_  
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