

**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 supporting MDHHS
4. Civil Service Position Code Description Info Tech Prgmr Analyst-A	10. Division Administration & Child Support
5. Working Title (What the agency calls the position) Senior Application Developer	11. Section Child Support
6. Name and Position Code Description of Direct Supervisor BIEKE, DANIEL; INFO TECH MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor SANDHU, GURPREET; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Romney Building, 111 S Capitol, Lansing, MI 48933 / Mon-Fri 8:00am-5:00pm varied / Hybrid schedule

14. General Summary of Function/Purpose of Position

This position functions as an Office of Child Support analyst for Web Applications in the Michigan Child Support Enforcement Systems Area. These applications ensure that the Custodial and Non-Custodial parents have access to current up to date information on their support cases. These systems promote, improve and sustain a higher quality of life of children while enhancing their wellbeing; and to aid in developing permanent and stable family lives. This advanced position provides production support, evaluates possible solutions, develops alternative solutions, recommends technical modifications, and designs, develops, and maintains applications across multiple platforms. This position will be using Oracle PL/SQL, web technology JAVA. This position will work with Share Point technologies. This position has responsibility to analyze, document, and maintain the MiCASE Application and future web applications. The MiCASE application is a highly complex case management system employed to ensure that the wellbeing of children of the State of Michigan are getting the Child Support that they need.

Skill sets used in this area include Public Assistance Children and Family Services program knowledge, DHTML, HTML, Java, Enterprise Java Development Skills, Java web development, Agile Methodologies, Javascript, PLSQL, Visio, MS Office, Share Point Development, Oracle Database, XML.

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

As an advanced level information technology analyst/programmer, use advanced principles and procedures of methodology, and automated data processing to design, develop, debug, and maintain highly complex computer applications. This position uses Java web-based development on the MiCSES project.

Individual tasks related to the duty:

- Provide professional technical expertise to the DTMB IS PMO Managers, Scrum Masters and client agency managers and supervisors in IT project estimating and budgeting.
- Assist Architect or DBA to draft technical database model that: complies with audit separation of duty requirement, captures requirements of data elements, and 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
- Develop/design the coding standards and integration processes/objects/framework that can be leveraged for an IT solution.
- Lead code review to ensure strategies and applications adhere to State and agency policies, standards or guidelines. Participate in department wide coding standards review.
- Evaluate and identify development exception needs.
- Review and approve application test plans. Incorporate all levels of security, which were identified as systems 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.

Duty 2

General Summary:

Percentage: 10

Responsible for reporting to and keeping first-line supervisor informed of progress and/or problems in relation to assignments and deadlines.

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.
- Consult with agency clients to explain complex IT processes and solutions, developing and maintaining an effective communication plan with 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.
- 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, enhancement requests, changes in government requests, changes in governmental processes or procedures.
- 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.
- Develops training plans, demonstrations and tools to aid the user's training effort. This may include the development of process flows, data entry restrictions, data mapping and the use of screen snapshots.
- 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 3

General Summary:

Percentage: 10

Under guidance and in contact with the first-line supervisor, apply advanced data processing principles and procedures to resolve production problems with highly complex computer applications.

Individual tasks related to the duty:

- Ensure policies, procedures and data processing standards are adhered to.
- Ensure that the proper operation and integrity of the computer application is maintained and in a timely manner.
- Work closely with users to define problems and design solutions.
- Frequently taking the lead role, participates with systems, programming, operations and user staff in the solution of software and/or policy related needs or problems.
- Participate in Agile Methodologies.
- Actively Develop code for web applications and Share Point Applications.

Duty 4

General Summary:

Percentage: 10

Perform special functions appropriate to the position as assigned by the first-line supervisor or section specialist.

Individual tasks related to the duty:

- Lead task force, special committee and/or research group in development of technical applications
- Mentor and help staffs learn new technologies.

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

As an advanced level position, all assignments and work are performed under the guidance of the first-line supervisor. Decisions made can affect area staff, other division staff, end users (Central Office, Agency management, Local Office staff, other Agencies, and the public). Consequences may involve inappropriate Agency data, loss of federal funding, non-compliance with legislative mandates, and inappropriate Agency management decisions based on incorrect information.

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

User Work Requests, and programming action resulting from new system development, system discrepancies, or production problems. Supervisor is also aware of any contact from DCO, user staff, or other State data center personnel regarding the exchange of information concerning system development. Decisions relating to priority of projects.

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.

No physical or environment restrictions. Position is established in an ergonomically correct 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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

This position is an advanced information technology programmer/analyst and technical resource on the MiCSES Support team in the Central Office Application Support Area. This advanced position provides production support, evaluates possible solutions, develops alternative solutions, recommends technical modifications, and designs, develops, and maintains applications across multiple platforms. This position will be using ORACLE PL/SQL, JAVA for the MiCASE project. Share Point development will be used for the MiSupport application.

Competencies – Building Trust, Continuous Learning, Contributing to Team Success, Customer Focus, 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?

Each area within Agency Services/DHS develops implements and maintains the automated data processing systems required by the Bureau and Offices within the Department of Human Services for which each area is responsible. 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 operation effectiveness.

This position is part of the support structure of a service-oriented organization. Knowledgeable, technical staff is needed to meet the commitments of the Agency without further compromising staffing of other priority projects.

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:

JAVA, Javascript, J2EE, Struts, Hibernate, Enterprise Java Beans (EJB), DHTML, HTML, XML, PLSQL, SQLPlus, Oracle, VISIO, MS Office (Word, Excel, Access, Powerpoint) , Share Point Development, Relational Database, and Public Assistance Program Knowledge.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve 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

Appointing Authority

6/16/2026

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