

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) DTMB/Agency Services supporting DHHS
4. Civil Service Position Code Description INFO TECH PRGMR ANALYST-E	10. Division Health & Aging Services/ BOA/ OIG
5. Working Title (What the agency calls the position) IT Compliance Analyst	11. Section Audit and Compliance Oversight Team
6. Name and Position Code Description of Direct Supervisor DASHNER, KENDRA A; INFO TECH MANAGER-3	12. Unit Team 5
7. Name and Position Code Description of Second Level Supervisor HURST, SHARITA E; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Romney Building, 111 S Capitol, Lansing, MI 48933 / 8:00am-5:00pm, Monday-Friday/ Hybrid schedule

14. General Summary of Function/Purpose of Position

This ITPA11 position will serve as an IT Compliance Analyst within the Department of Technology, Management and Budget (DTMB) Agency Services for the Department of Health and Human Services (DHHS). This position will support the Michigan Department of Health and Human Services (MDHHS) with completing and maintaining System Security Plans for their 200+ applications.

Completing and maintaining System Security Plans will require interpretation of the security implemented in these applications based off of NIST 800-53, HIPAA, MARS-e, Pub 1075, and other required regulations, policies and frameworks using the State of Michigan's GRC tool, documentation and other materials as required.

This position may also be involved with collecting and organizing responses and documentation for internal, State or Federal audits. Other expectations for this position include, but are not limited to, training IT and non-IT staff on processes within the work area, providing outreach to IT and non-IT staff, data collection and conducting presentations on topics within the work area.

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

As an IT Compliance Analyst within the Department of Technology, Management and Budget, this position will complete and maintain System Security Plans, document, and validate the security implementation based off required regulations, policies, and frameworks. This position will also be required to provide training and interpretation of the frameworks, regulations, laws, policies and GRC tool the State of Michigan must adhere to.

Individual tasks related to the duty:

- Gather and guide completion of System Security Plans in GRC tool for work area.
- Tracks metrics on the performance of security responsibilities, controls, and design.
- Research and provide compliance requirements applicable to upcoming enhancements that meet work area compliance controls.
- Complete Risk assessments for work area.
- Review assessment findings and coordinate development of action plans for work area system security plans to ensure compliance with State and Federal security controls.
- Research and develop compliance requirements for work area to meet State of Michigan security policies and procedures.
- Identify potential gaps in new or changed security standards, policies, and procedures against work area compliance controls.

Duty 2

General Summary:

Percentage: 30

Participate in project planning and/or establishment of priorities for future development, using industry standard project management tools, and estimating guidelines.

Individual tasks related to the duty:

- Research and provide input in the creation of project plans.
- Assist in the creation/modification of project management documents by applying DTMB project management methodology to IT solutions that support the business client.
- Create, update, and maintain systems and IT programs documentation using State of Michigan standard documentation methodology.
- Establish working communication and status reporting with immediate supervisors, as well as other appropriate levels of management.
- Enter task and project notes in standard project tracking tool.
- Participate in project planning meetings and project related activities
- Participate with team in status, backlog review and other required team and partner meetings and priority planning
- Participate in team initiatives and process improvement

Duty 3

General Summary:

Percentage: 10

Perform special assignments as assigned

Individual tasks related to the duty:

- Perform IT related training and assistance upon request.
- Attend IT related meetings and seminars upon request.
- Travel for IT related business upon request.
- Serve as technical resource to the Project Manager and liaison to the PMO to resolve project issues.
- 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.

This position functions as an IT compliance analyst responsible for assisting staff in documenting and analyzing applications against National Institute of Standards (NIST), federal and state laws, policies, HIPAA, PCI, CMS, IRS and other regulations. This ITPA ensures DTMB and MDHHS activities are compliant and up-to-date with IT best practices and recommended practices. Work includes developing, monitoring and reporting of team activities and related quality and efficiency of processes. Much of this work is accomplished by working with DTMB technical staff (DBAs, Developers, Architects, etc.), MDHHS business partners, third-party partners, internal auditors, and cyber security staff. Action items are tracked for by this role for all mentioned resources and weekly reporting is developed and maintained for DTMB and MDHHS leadership. Frequent decision making to keep an SSP on track may be required.

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

Decisions related to SSP activities with an impact on DTMB Agency Services and/or MDHHS customer funding. This includes process discrepancies, non-compliance with Departmental, State, and Federal IT and technical processes or requirements, and politically sensitive matters. Employee must seek and obtain clarification on processes, activities regarding how to address project/timeline risks, and special assignments. In instances where the employee has competing time-sensitive projects, employee must seek and obtain clarification on work prioritization.

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.

- Hybrid office environment
- Extensive use of VDT and keyboard: 85 - 100%
- Infrequent equipment, transport and setup: 1 - 5%
- Frequent heavy workloads and mandatory deadlines: ongoing
- Some travel: 5 - 10% May require use of personal vehicle.

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?

This ITPA11 position will serve as an IT Compliance Analyst within the Department of Technology, Management and Budget (DTMB) Agency Services for the Department of Health and Human Services (DHHS).

This position will support the Michigan Department of Health and Human Services (MDHHS) with completing and maintaining System Security Plans for their 200+ applications.

Competencies: Customer Focus, Communication, Follow-up, Building Strategic Working Relationships, Planning and Organizing Work, Initiating Action.

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 not changed. PD is updated is removing some duties and tasks that are no longer performed by this position.

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

This team is responsible for the completion and maintenance of System Security Plans for the Michigan Department of Health and Human Services applications that must adhere to State and Federal laws, policies and regulations. This role will be responsible for assisting in the completion and maintenance of these System Security Plans based on the State and Federal laws, regulations and policies that each application must comply with following policy and processes.

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:

- Strong interpersonal skills with proficient oral and written communication.
- Ability to prepare detailed written instructions and documentation.
- Ability to work effectively with a wide variety of people.
- Ability to apply time management skills in regard to workload.
- Ability to provide quality customer service, build trust through integrity of work, and build strategic relationships through teamwork are required.

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

Appointing Authority

8/19/2026

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