**State of Michigan**
**Civil Service Commission**

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

| Position Code |
| --- |
| 1. INTCSPL3 |

# 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**<br>TECH, MGMT AND BUDGET - IT |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)**<br>Agency Services Supporting MDHHS |
| **4. Civil Service Position Code Description**<br>Info Tech Specialist-3 | **10. Division**<br>Data, Analytics, and Visualizations |
| **5. Working Title (What the agency calls the position)**<br>Data Architect | **11. Section**<br>Human Services Analytics |
| **6. Name and Position Code Description of Direct Supervisor**<br>AL-ANSARI, MUSTAFA H; INFO TECH MANAGER-3 | **12. Unit**<br>Child Welfare |
| **7. Name and Position Code Description of Second Level Supervisor**<br>WYMER, JASON; STATE ADMINISTRATIVE MANAGER-1 | **13. Work Location (City and Address)/Hours of Work**<br>Elliott-Larsen, 320 S Walnut St. Lansing, MI 48933 / 8:00am-5:00pm, Monday-Friday / Hybrid schedule |

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

This position is responsible for Child Welfare Data Warehouse architecture, governance and implementation. The Child Welfare Data Architect implements enterprise data services governance within the state metadata management repository and ensures all data services designs are integrated into the state data framework. Data and data architecture supporting the agency have considerable impact within and across the specified departments and require that this specialist has advanced knowledge of the client business data and processes to ensure effective implementation and integration of the data solutions required to meet the complex needs of the departments or program areas. This position has responsibilities throughout all phases of the software development lifecycle (SDLC), including ensuring conformance to security, privacy, fiscal, and audit requirements imposed by state and federal law. Develops and propagates the data subscriptions and standards to the development areas. Conducts testing and implementation of data services components and trains development staff in their use. Is responsible for data services development tools. Mentors staff on correct tool usage and data modeling standards. The Child Welfare Data Architect will oversee the Child Welfare Teradata Database along with the SAP BI platform, which is used to provide Child Welfare reporting, along with the Microsoft Power BI Platform which provides Visual Dashboards and Reports. The Data Architect will also be responsible for ETL running on the LINUX Batch platform along with utilizing.

Indirect reporting relationship to the Chief Technology Officer through the Enterprise Architecture Division.

**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:** **90**

Design, develop, implement, and manage all facets of Data Services architecture and governance supporting the effective use of the state's data resource. Support the Enterprise Information Management (EIM) by planning, developing, and publishing data architecture standards and guidelines governing data services, data security and privacy, and data integration. Coordinate and promote the definition and use of shared data for all projects.

**Individual tasks related to the duty:**

• Create and maintain the metadata repository. Including developing and maintaining a formal description of the data, data structures, and data flow diagrams.
• Develop and maintain the statewide data model to ensure integrated use across all applications.
• Coordinate and integrate system data models and design to promote data sharing, eliminate redundancy, and provide for the efficient and effective use of the state's data resources.
• Provide data modeling and design guidance including identification of data entities, data dependencies, and data relationships.
• Define and enforce data standards, procedures, and guidelines to ensure data integrity, dependability, quality, and usability through the use of appropriate security, verification, and data management practices.
• Perform development of a data management strategy, to ensure data security and appropriate data retention.
• Research and promote opportunities to provide data reuse, balancing the issues of centralization and replication.
• Ensure data integration with internal organizations and with external business and IT communities.
• Promote standardizing data in collaboration with application developers, business analysts, and database administrators.
• Enforce the use of data services and standards as requirements within processes such as Request For Proposals (RFPs), and all phases of the State Unified Information Technology Environment (SUITE).
• Develop a Master Data Management strategy supporting, and consistent with, Enterprise Information Management.
• Develop an Information Architecture Model supporting, and consistent with, Enterprise Information Management.
• Coordinate with data stewards to develop, communicate, and enforce Data Classification policies and standards.
• Advise and consult on data related audits.
• Research and promote data architecture principles, best practices, standards, and procedures.

**Duty 2**

**General Summary:** **Percentage:** **10**

Perform additional duties as assigned

**Individual tasks related to the duty:**

• Participate in the development and implementation of processes that improve efficiency and enhance productivity
• Participate in the Enterprise Architecture Core Team
• Provide leadership, consultation and expertise on special teams and projects assigned
• Ensure relevant administration 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.**

• Technical data architecture design - all development projects, development staff and systems users
• Technology used to implement architectures – all development projects, development staff, and system users
• The best approach to resolve technical issues and troubleshoot problems – all development projects, development staff, and system users
• Plan, develop, and administer related policies and procedures – all development projects, development staff, and system users

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

• Decisions regarding any purchase
• When decision impacts team, agency, and/or section goals and priorities
• Changes in policies, standards, and procedures affecting team, section, and agency that may need to be passed to supervisor for approval
• Approval of requested hardware and software purchases as per normal departmental approval processes.

**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.**

• Work is performed in a business office setting
• Typical Office Environment
• Requires extensive use of VDT and keyboard
• Involves equipment setup for system demonstration and training
• Involving heavy workloads and mandatory deadlines

**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?**

• Develop a logic data model for the agency
• Develop physical data models
• Develop strategies for the leverage and reuse of data
• Develop training materials for other staff members
• Enforce compliance with audit separation of duty requirement
• Maintain data integrity across applications
• Improve efficiencies of business processes
• Develop and maintain agency data dictionaries
• Advise the organization on agency integration issues and recommend data policy
• Create roadmap to agency integration and use it to coordinate integration in collaboration with internal and external business and IT communities
• Review all data design plans at the conception stage and look for integration opportunities or problems
• Standardize data in collaboration with development and DBA community
• Maintain metadata repository
• Integrate data governance into all system design, including that performed by contractors and vendors. Follow up and verify during system construction stage and after system completion
• Advocate data governance into processes
• Collaborate with outside communities of interest. Research trends that identify opportunities with other data governance organizations
• Obtain a department-wide data modeling tool and maintain department-wide data model
• Contribute to a statewide data vision
• Provider guidance on interoperability and cross agency data and process sharing opportunities
• Ensure conformance to security standards and data encryption requirements
• Design scalable physical data models optimized for agency operational and analytics workloads across platforms such as Teradata, SQL Server, Oracle, and cloud environments
COMPETENCIES:
• Communication
• Customer Focus
• Technical/Professional Knowledge
• Work Standards

**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 position provides a needed data architect to aid in the development of new databases and the enhancement of existing databases for agencies to ensure adherence to the required State and Federal guidelines. This position will act as the Liaison between the agency, DTMB Agency Services, other departments within the State of Michigan and outside vendors, to ensure that the data base requirements are followed. This position will work with agency staff to provide guidance and strategic planning to achieve higher levels of conformity and reuse of data and ensure that compliance with State and Federal requirements.

**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:**

• Knowledge and proven skills in data modeling
• Knowledge and proven skills in data modeling tools
• Knowledge and proven skills in MS SQL Server and/or Oracle SQL
• Knowledge of structured programming methodology
• Knowledge of the fundamental concepts and operating principles of data communications and data processing hardware and software
• Ability to prepare detailed written instructions and documentation
• Ability to analyze instructions and data
• Ability to convert specifications to computer language
• Ability to gather and analyze facts, define problems, and devise solutions
• Ability to plan and develop basic and detailed mechanical and clerical procedures for use in data processing systems
• 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
• Ability to support and design in Teradata, MS SQL Server and/or Oracle SQL

**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**

10/6/2026 — **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**