

1. Position Code
ITPRANEO44N

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the party's sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Dept. of Technology, Management, & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agency Services Supporting DHHS
4. Civil Service Classification of Position Information Technology Programmer/Analyst-A	10. Division Data, Analytics, & Visualizations
5. Working Title of Position (What the agency titles the position) ITPA12 – Senior Application Developer	11. Section Reporting
6. Name and Classification of Direct Supervisor Heather (Niklas) Terwilliger, ITM14	12. Unit Child Support
7. Name and Classification of Next Higher-Level Supervisor Jason Wymer, SAM15	13. Work Location (City and Address)/Hours of Work Romney Building, 111 S Capitol, Lansing, MI 48933 Monday-Friday, 8.00a-5.00p/ Hybrid schedule

14. General Summary of Function/Purpose of Position

As a Senior Application Developer, 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 Child Support Data Warehouse. This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems. The focus of the job is the delivery of business intelligence solutions to customers to facilitate their making more informed business decisions. As such, the resource will be responsible for mastering knowledge of business practices, workflows, performance indicators, and predictive factors related to the MICSES area of DHS to best serve our customers. The resource will also work with other data warehouse developers to review existing data warehouse policies and practices, particularly as pertain to the modeling, mapping, and presentation of data and information, and modify them as needed and propose newly required policies or practices.

Knowledge of SQL and Business Objects, Microsoft Power BI, along with OLAP and relational database experience, is required to help develop and maintain the Department of Human Services' data warehouse applications and queries.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List duties in order of importance, from most to least important. Total percentage must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 75%

Serve as team lead and resource directing the programming, testing, and implementation of new and existing complex web-enabled or client/server data system applications following industry and DTMB development standards. Develop or approve plans for testing and implementation of web-enabled or client/server data system applications, evaluate impacts of changes and new technology, recommend solutions to persistent problems, and serve as Agency Services liaison to external consultants.

Individual tasks related to the duty.

- With Business Analyst (BA), takes a lead role in presenting information gathered to Project Review Board and/or Project Sponsors during project review meetings, project workgroups, and to the Technical Review Board providing clarification and answers to questions.
- Design/Document IT solutions when new technology is involved with guidance and review from Solutions Architect (SA) to ensure architecture aligns with hardware architecture and other DTMB enterprise guidelines.
- Assist SA or DBA to draft technical database model that: Complies with audit separation of duty requirement; Captures requirements of data elements; Designs data elements to best meet application needs
- Reviews and approves updates to systems documentation
- Serves as a team lead and resource, directing code development, providing advice and guidance to other development staff.
- Reviews and approves recommended design solutions.
- Develop/design coding standards and integration processes/objects/framework to leverage for an IT solution.
- Evaluate and identify opportunities for programming standardization.
- Lead code review to ensure strategies and apps adhere to State and agency policies, standards, guidelines. Participate in coding standards review. Work with SA to set up guidelines/processes on code review.
- Maintain source code within the standard version control tool.
- Evaluate and identify development exception needs. Work with SA to gain required approval.
- Review and approve application test plans with Business Analyst. Incorporate all levels of security, which were identified as system 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.
- Develop and coordinate implementation of tool/environment upgrades with guidance and review from SA
- Monitors long term IT solution trends and recommends IT solutions to alleviate persistent problems.
- Validate and finalize Local Change Board and Enterprise Change Board documents
- Provide input to procedures. Ensure proper change management for all requested fixes to production systems.
- Communicate changes to DBA, Configuration Management, Development to complete releases to production.
- Create build using proper code source from the standard version control tool.
- Work with CM team to release the build to appropriate environments.
- Serve as Agency Services liaison to internal/external vendors/consultants/partners.
- Work with vendors to integrate COTS applications with State standard solutions.
- Explain to agency clients complex IT processes, DTMB standards, solutions, developing/maintaining an effective communication plan relating to project level metrics, bureau level project reporting, etc.
- Represent DTMB on internal/external security policy and standards review teams with guidance from the SA.
- Prepare documentation for disaster recovery planning and implementation.
- Gather, review, and analyze potential impacts of changes, inform DTMB management and client agency of impacts/risks to existing IT solutions due to proposed legislation requests, changes in processes or procedures.
- 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 2

General Summary of Duty 2

% of Time 15

Use programming knowledge and ability to code, test, and debug computer programs.

Individual tasks related to the duty.

- Participates with systems, programming, operations and user staff in the solution of software and/or policy related needs/problems.
- Participates with staff and customers on issues relating to operating systems, computer networks and packaged programs.
- Working from program specifications, prepares computerized applications, including writing and keying program code, then developing and initiating action to determine the applications' accuracy in producing desired result.
- Review and validate the development of test data and scenarios incorporating extensive knowledge of DHS business rules.

Duty 3

General Summary of Duty 3

% of Time 5

Report to first-line supervisor.

Individual tasks related to the duty.

- Responsible for keeping first-line supervisor informed of progress and/or problems in relation to assignments and deadlines.
- Ability to maintain records, prepare reports and conduct correspondence related to the work.
- Provide professional expertise to aid the supervisor and other management, including project management, in project estimating.

Duty 4

General Summary of Duty 4

% of Time 5

Perform special assignments as required.

Individual tasks related to the duty.

- Lead task force, special committee and/or research group in development of technical applications.
- Make presentations about complex data processing applications to customers, Agency management, representatives from other State agencies/departments and others in the technical trade at industry gatherings.
- Serve as liaison for the Agency with other state agencies, state, federal organizations and public vendors.
- Make appropriate recommendations to customers and manager, considering cost effectiveness of solution, skill sets available, etc.
- Other duties as assigned.

- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

The decisions that are made independently in the context of data warehouse standards and review processes, are those that involve the design and coding of the BI (Business Intelligence) reports. These decisions will affect the correctness and efficiency of the data delivery process and the correctness of the results presented. This latter area would affect significant DHS efforts.

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

Decisions related to project priority or funding authorization. Major changes in project direction. Decisions that involve staff time outside of the unit. Decisions that may have legislative, legal, security or budgetary impact. Decisions impacting the schedule of a deliverable or its planned packaging as part of a release.

18. **What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

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.

No physical or environment restrictions. Position is established in an ergonomically correct environment. A minimum effort may be required to travel to other office locations.

19. **List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. **My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. **Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**
Management prepared.

23. **What are the essential duties of this position?**

This position serves as an information technology analyst responsible for maintaining and enhancing DHS's data warehouse Business Intelligence reporting capabilities. The position oversees a variety of advanced analytical and programming assignments that provide for the development, enhancement and maintenance of complex data delivery mechanisms. This position creates complex SQL Queries as well as identifying and modifying Business Object universes with the appropriate data that is needed so the data is returned in the Business Objects reports within SAPBI. This position will also interact directly with customer to obtain complex requirements for analytic reporting. This position requires an in depth operational knowledge of the MDHHS State of Michigan Child Support system in order to complete the tasks given.

Competencies: Customer Focus, Technical and Professional Knowledge and Skills, Communication, Decision Making, Building Strategic Working Relationships, Planning and Organizing Work, Innovation and Initiating Action.

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

There have been no changes.

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 Offices within the Department of Human Services. It must perform these activities in compliance with ever changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing agency policy/procedures/standards and maintaining operation effectiveness. This position is part of the staff needed to develop and support system applications.

Warehousing Support is responsible for data warehousing and business intelligence activities for the Department of Human Services. We seek to ensure that our solutions help support the goals of making SOM one of the most efficient and responsive governments in the world by providing the data needed to support effective and timely decision making.

Our Business Intelligence Programmer Analysts will be charged with ensuring that any and all requests for reporting capabilities are viewed holistically within the larger framework of data warehouse strategy we seek to drive forward. Further, our DW Business Intelligence Programmer / Analysts will work to understand not only the immediate request being worked, but the broader strategic picture of DHS so that the solutions provided not only meet immediate needs but are positioned effectively to add additional value in the future.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

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:

Two years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Required:

- Knowledge of Business Intelligence programming practices, SQL, OLAP design. Ability to work with minimal supervision. Ability to independently apply critical analytical thinking. Excellent verbal, non-verbal, and written communication skills. Excellent interview and elicitation skills. Excellent organization, facilitation, and coordination skills. Knowledge of one or more computer programming languages and basic programming logic. Strong analytical ability. An ability to work well and productively, always projecting a positive outlook.

Highly Desirable:

- Working knowledge of Business Objects WebI reporting for design and performance,
- Working knowledge of Teradata environment,
- OLAP and relational database experience is highly desirable
- Experience or education in data analysis is desirable.
- Knowledge of application development lifecycle including systems analysis, design, development and system validation/testing techniques.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal vehicle.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

Appointing Authority's Signature

Date