

**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 DHHS
4. Civil Service Position Code Description Info Tech Prgmr Analyst-A	10. Division Technology & Database Support/HUB Operations
5. Working Title (What the agency calls the position) ITPA12 – Senior Application Developer	11. Section Tools & Data Integration
6. Name and Position Code Description of Direct Supervisor FARRELL, SUSAN E; INFO TECH MANAGER-3	12. Unit TDI Team 2
7. Name and Position Code Description of Second Level Supervisor CHIDURA, SATISH; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Elliot Larsen, 320 S Walnut St, Lansing, MI 48933 / 8:00am-5:00pm, Monday-Friday/ Hybrid schedule

14. General Summary of Function/Purpose of Position

As a Senior Application Developer this position performs a complete range of information system analyst assignments including, but not limited to, designing, developing, testing, and implementing computer systems and applications for Department of Health and Human Services (DHHS). Assignments will provide for the development, testing and deployment of application releases, updates and modifications within n-tier web application and web service environment. Functions include but are not limited to application development and maintenance using HTML5, Angular/JavaScript, ASP.NET, VB.NET, SQL, C#, Microsoft Visual Studio, SQL Server Reporting Services (SSRS), Crystal Reports, Postman, Azure DevOps, and MS SharePoint.

This individual will be looked upon to provide technical support and leadership to other team members and evaluate new development tools and agency systems. These responsibilities have a critical impact on the client and the success of large, highly visible software development projects. Additionally, this position is responsible for following agency processes, procedures, standards, and State Unified Information Technology Environment (SUITE) methodologies; maintaining and updating documentation and specification of the systems; working directly with the client on business requirements; developing specifications and system-related documentation; and training and coaching team resources. Project assignments and activity will be executed within the framework of the State of Michigan System Engineering Methodology (SEM).

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

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 BA, take lead role to present information gathered to Project Review Board and/or Project Sponsors during project review meetings, project workgroups, and to Technical Review Board providing clarification and answers to questions.
- Design and document IT solutions when new technology is involved, with guidance and review from Solutions Architect (SA) to ensure software architecture aligns with hardware architecture and other DTMB Enterprise guidelines.
- Assist SA and/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.
- Review and approve updates to systems documentation.
- Serve as team lead, direct code development, and provide advice and guidance to other development staff.
- Review and approve recommended design solutions.
- Develop/Design coding standards and integration processes/objects/ framework to be leveraged for an IT solution.
- Evaluate and identify opportunities for programming standardization.
- Lead code review to ensure strategies and applications adhere to State and Agency policies, standards, and guidelines and participate in department-wide coding standards review.
- Work with SA to setup 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 BA and incorporate all levels of security, 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 plans and coordinate implementation of tool/environment upgrades with guidance and review from SA.
- Monitor long-term IT solution trends and recommend IT solutions to alleviate persistent problems.
- Validate and finalize Local Change Board and Enterprise Change Board documents.
- Provide input to procedures and ensure proper change management for all requested fixes to production systems.
- Communicate changes to DBA/Configuration Management (CM)/Development team to complete production releases.
- Create builds using proper code source from the standard version control tool.
- Work with CM team to release builds to appropriate environments.
- Serve as Agency Services liaison to internal and external vendors/consultants/partners.
- Work with vendors to integrate COTS applications with State standard solutions.
- Consult with Agency clients on complex IT processes, DTMB standards/solutions, and develop and maintain an effective communication plan within DTMB and Agency relating to project level metrics, bureau level project reporting, etc.
- Represent DTMB on internal/external security policy and standards review teams with guidance and review from SA.
- Prepare documentation for disaster recovery planning and implementation.
- 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 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 SA.

Duty 2

General Summary:

Percentage: 25

Provide Agency and vendor support as assigned.

Individual tasks related to the duty:

- Apply State government processes to systems that support DHHS.
- Apply Agency business rules to system and program design.
 - Represent DTMB as technical resource at meetings.
 - Document changes to existing programs using standards established by DTMB management.
 - Follow business client's policies for access and distribution of reports and data.
 - Evaluate/Recommend equipment and software to purchase for client agency use.
 - Maintain work log and status.
 - Perform tasks for internal/external security and standards review as directed.
 - Assist in creation/modification of project management documents.
 - Assist in providing, or arranging, training for Agency staff for developed applications.
 - Assist with the research, testing, and recommendations of new development tools, languages, and upgrades.
 - Monitor Remedy System problem reporting/tracking log/dashboard.
 - Follow DTMB problem management processes to resolve client issues reported via Remedy tickets, phone calls, or emails.
 - Update assigned Remedy tickets with status comments to keep clients and co-workers informed.
 - Monitor applications during peak production times.
 - Draft and produce Local Change Board documents.
 - Serve as liaison with State of Michigan employees/users concerning requests and other developmental matters
 - Create and update Azure DevOps user stories

Duty 3

Other duties, as assigned by management.

Individual tasks related to the duty:

- Perform special functions appropriate to the position as assigned by the first-line supervisor or a more experienced analyst/programmer.
- Keep abreast of new technologies through professional reading, seminars, etc.
- Perform IT-related training and assistance upon request.
- Attend IT related meetings and seminars upon request.
- Serve on IT related advisory groups and interview panels upon request.
- Travel for IT related business upon request.
- Serve as technical resource to Project Manager and liaison to PMO to resolve project issues.
- Provide research and input for the development of Statements of Work (SOW) and Requests for Proposals (RFP).
- 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.

- Regarding solutions and resolutions to manage and resolve service requests.
- Impacting the design of assigned systems, particularly within the assigned development team.
- Regarding operational break-fix situations when immediacy is necessary, and delay would be detrimental to meet business goals and objectives.

As a senior level position, all assignments and work will be performed under the guidance of the first-line supervisor. Decisions made can affect area staff, other division staff, end users (DHHS central office, Agency management, local office staff, other agencies, the public). Consequences may involve inaccurate 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.

- Spending and budgetary decisions
- Decisions impacting team, agency, and/or section goals or priorities
- Changes in policies, standards, or procedures
- Approval of requested hardware and software purchases as per normal departmental approval processes
- Decisions impacting client agency business

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.

Position is located within a standard office location or standard conference room settings.

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?

Essential duties of this position include working effectively in a customer focused, service delivery environment while promoting the integrity and mission of the department. The position serves as a technical liaison for all Information Technology matters on behalf of the client, requiring the ability to proactively interpret needs, provide guidance, and support critical business functions. Clear and consistent communication with clients, fellow analysts, project managers, and technical teams is essential, both in listening and providing professional recommendations. Information must be conveyed accurately and effectively through various communication methods to ensure stakeholders are fully engaged and understand system impacts, technical issues, and proposed solutions.

Competencies (in alphabetical order): Building Trust, Communication, 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 DTMB DHHS Tools Team is comprised of a Team Leader, a Business Analyst, Application Developers , along with matrixed team members from across the enterprise. The function of the DHHS Tools Team 2 is to provide application development services to DHHS on the Database Security Application, as well as other DHHS applications as specified.

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:

Knowledge of:

- C#, ASP.NET, .NET Core, Web API, and enterprise web application development
- SQL server, database design, stored procedures, and data validation used in MDHHS systems
- REST/SOAP services, JSON/XML, and interoperability standards used in MDHHS (HL7/FHIR preferred)
- Agile/Scrum, DTMB SUITE, Azure DevOps, and secure coding standards

Skilled/Experienced in:

- Designing, developing, testing, and supporting complex .NET applications for MDHHS programs
- Building and consuming REST APIs and integrating external partners and health related systems
- Troubleshooting applications, API, and database issues in production environments
- Writing efficient SQL queries and analyzing data for MDHHS reporting and compliance
- Translating business needs into technical solutions and producing required SUITE documentation

Ability to:

- Work independently as a senior developer and mentor team members
- Collaborate with MDHHS program staff, analysts, and technical teams to deliver system enhancements
- Manage multiple assignments and adjust to shifting MDHHS priorities
- Communicate technical information clearly to both technical and non technical audiences
- Ensure solutions meet MDHHS security, accessibility, and data privacy requirements

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

8/5/2026

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