

**State of Michigan
Civil Service Commission**

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

Position Code

1. ITPRANAF57N

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 Eligibility
5. Working Title (What the agency calls the position) ITPA12 – Software Engineer	11. Section Eligibility Development
6. Name and Position Code Description of Direct Supervisor POWELL, WILLIAM J; INFO TECH MANAGER-3	12. Unit Operations
7. Name and Position Code Description of Second Level Supervisor HART, JOHN R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Grand Tower, 235 S Grand Ave, Lansing, MI 48933 / 8:00am-5:00pm, Monday-Friday/Hybrid

14. General Summary of Function/Purpose of Position

This position is an advanced information technology programmer/analyst and technical resource on the development team within the Eligibility Division of Agency Services supporting MDHHS. 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 web development technologies including JAVA, PL/SQL, and others for the Bridges project to upgrade technologies as needed. This position is also responsible for the development and maintenance of portions of other related processes in the Client Support area that support the Michigan Department of Health & Human Services (MDHHS). This includes reports associated with those processes, development of documentation in all areas under their own responsibility, navigation, data storage, data retrieval, data validation, data manipulation, printing, and other processes.

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 a senior developer/analyst, use principles and procedures of the State of Michigan SUITE System Engineering Methodology (SEM) and Agile best practices for the design, development, and maintenance of highly complex computer applications existing on a wide variety of platforms, including client server, web-based, and mainframe.

Individual tasks related to the duty:

- Provide professional technical expertise to the DTMB PMO managers and 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.
- Serve as a team lead and resource directing the code development, provide advice and guidance to other development staff, and oversee the status of Agile work requests/features.
- Review and provide input on feature release dates, ROMs, issues, and risks.
- Work with and advise Agile team Scrum Master and team members.
- Review and approve updates to systems documentation.
- Evaluate and identify opportunities for programming standardization. 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 and incorporate all levels of security, which were identified as systems requirements, into test plans.
- Develop and monitor defect tracking logs and facilitate problem resolution.
- Ensure proper change management for all requested fixes to production systems.
- Design scripts and coordinate application peer testing, load testing, and system integration testing.

Duty 2

General Summary:

Percentage: 15

As a senior analyst/programmer, be aware of new and changing policies that may impact production applications or projects in development. Help guide users of potential IT impact(s) and advise on most cost-efficient processing or alternatives. Keep DTMB line management informed and involved in potential conflicts and ensure that standards, especially those that might impact funding sources and/or data conflicts, are met.

Individual tasks related to the duty:

- Advise DTMB Project Manager and Agency partners of significant changes in projects affecting schedules and budgets.
- Monitors long term IT solution trends and recommends IT solutions to alleviate persistent problems.
- 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.
- Work with first and second line DTMB management to ensure accurate interpretation of public welfare guidelines and to advise affected parties on potential detrimental impacts.
- 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.
- Provide proactive communication between the DTMB managers and Agency managers.

Duty 3

General Summary:

Percentage: 15

This position must ensure that the multiple systems and environments used by the Services Area are compatible to one another and uses full life cycle document to define each critical stage, ensure compliance with the agency's strategic plans and define work plans and training assessments.

Individual tasks related to the duty:

- Uses the life cycle of SEM to document the impact analysis of a given request in meeting the user's expectations while ensuring enterprise compliance and technical standards to meet the client agency's strategic plan and to support DTMB's objective of achieving CMM compliance.
- Develops the overall work plan for a project using SEM documentation, including determination of system development tasks required, resource requirements, equipment and training needs to ensure successful project implementation.
- Assists the Project Control Office in assessing training needs and providing simulated screenshots, process flows, output forms and or report along with data entry or enterprise security restrictions.
- Applies a thorough understanding of multiple systems and environments (ex: BRIDGES, SWSS, ASCAP, Data Warehouse) to assess feasibility of user input using development methodology.

Duty 4

General Summary:

Percentage: 10

Other duties or activities as assigned by supervisor or division management.

Individual tasks related to the duty:

- Actively participate as a liaison to system users to communicate DTMB capabilities and assist in making recommendations or suggesting alternatives.
- Prepare and deliver verbal and/or written presentations to users, as well as upper management.
- Lead task forces, special committees, and/or research groups in development of technical applications.
- Perform IT related training and assistance upon request.
- Other duties as requested.

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

- Establishing work plans and prioritizing courses of action for analyzing problems and/or developing systems.
- Responding to inquiries for information regarding functionality and/or production system issues; Timely, informed responses are critical to clients/customers of the automated services.
- Determining adherence to standards and policies.
- Decisions regarding day-to-day operations within area.

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

- Implementation of modifications or new developments for automated systems.
- Coordinating Request for Change (RFC's) to ensure that associated applications and systems are not adversely affected by implementations.
- Commitment of resources for the investigation of production errors, or proposed development analysis of program policy changes, which impact the systems/applications in which the service area is responsible for.
- Changes or decisions relevant to the priority of a project or direction of project development.
- Data exchanges which extend outside the State firewall.
- Decisions that have or may have legislative, legal, or budgetary impact.

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.

A minimum amount of effort may be required to walk or drive to locations other than primary work location.
Position subject to stress and pressure to resolve problems quickly and effectively.
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):

- | | |
|---|--|
| ☐ 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 position participates in or leads a variety of analytical and programming assignments that provide for the development, enhancement, and maintenance of automated data applications within a complex mainframe, network and/or client server environment. It is expected that the employee is familiar with Agency systems and procedures and assists in development and maintenance of varied complex computer applications. Skills sets include experience in JAVA, VB.net, PL/SQL, Oracle, and other utility-driver development tools like Version Manager, Rational Tools, PVCS Tracker, SQL Developer and upgrade technologies as needed. This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems.

The individual will be expected to effectively communicate both verbally and in written correspondence with clients/customers, staff, and management. The individual must also be able to train and/or coordinate the training for the staff and customers and must be a leader and/or a liaison within task forces, special committees, and research groups.

Competencies (in alphabetical order): Adaptability, Building Strategic Working Relationships, Continuous Learning, Communication, Customer Focus, Developing Others, Technical/Professional Knowledge

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

PD update, the essential duties and tasks of this position have not changed the update is using current Senior Standards.

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

Each area within DTMB's Agency Services supporting DHHS develops, implements, and maintains the computer systems required by the administrations within DHHS. It must perform these activities in compliance with ever-changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing policy/procedures/standards and maintaining operational 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 Department/Agency without further compromising the 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:

KNOWLEDGE OF:

- Technical languages to apply toward user projects and goals

SKILLED/EXPERIENCED IN:

- Demonstrating leadership in a technical environment

ABILITY TO:

- Review and rationally analyze requirements in a timely manner
- Communicate the details or impact of a project or request via demonstration, verbal, or written reports
- Work well and comfortably with peers and management
- Self-commit to continuous relevant learning opportunities and to bring back knowledge to the organization
- Maintain focus which serves the needs of the user community without compromising the DTMB Enterprise environment

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

9/15/2026

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