

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 SPECIALIST-3	10. Division TDS - Technology & Database Support
5. Working Title (What the agency calls the position) IT Specialist – ITS 14	11. Section Technology & Database Support
6. Name and Position Code Description of Direct Supervisor CHINTAKRINDI, ADHIRAJ; INFO TECH MANAGER-3	12. Unit TDI Team
7. Name and Position Code Description of Second Level Supervisor MANJASSERIL, SMITA T; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 320 S Walnut St, Lansing, MI 48933 / 8:00am-5:00pm, Monday-Friday / Hybrid

14. General Summary of Function/Purpose of Position

The specialist, within the Department of Technology, Management, & Budget (DTMB), Technology & Database Support (TDS) division, is responsible for supporting the organization's Software Development Processes through the design and implementation of efficient and robust Continuous Integration and Continuous Delivery (CI/CD) pipelines using Azure DevOps. The specialist will be responsible for leading and implementing best practices for secure application lifecycle (SADLC) management build and release processes including, but not limited to, automation to support continuous integration and continuous delivery (CI/CD), branching strategies, automated code review, and testing to meet the goals and mission of the agency. This position has responsibilities during all phases of the software development lifecycle related to the Administration and applications (such as MiIntegrate, MiConnect, Bridges, Maximus, MiSACWIS, Contact center, Mi Resident Outreach, CHAMPS, MAGI, MiLogin, MiAIMS) and on the following platforms OpenShift, Linux, Oracle, SQL Server, and Windows.

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: 80

Responsible for the design, development, testing and documentation of build and release solutions. Solve system design problems and scripting issues. Ensure that solutions are integrated and enhanced to meet the needs of the agency's business plan.

Individual tasks related to the duty:

- Design and implement release management processes, services, standards, direction, and improvements
- Integrate security into DevOps processes, aligning security initiatives with business goals
- Design, develop, test, and implement build scripts
- Work with other teams and product owners to refine Secure Application Development Lifecycle (SADLC), prioritize agile backlogs, and maintain release readiness and schedules
- Design and implement source code repositories and branch integrity, versioning, and management
- Implement and manage Continuous Improvement/Continuous Delivery (CI/CD) pipelines to automate the process of code integration, testing, and deployment
- Maintain application artifact integrity using application lifecycle management (ALM) tool integrations Design, implement, and monitor build schedules and processes throughout the release lifecycle
- Ensure compliance with Enterprise Change Management standards and related procedures
- Lead the development of release processes and rollback strategies
- Lead the design, implementation, and management of the technology stack used to implement software applications, server components, and services using various development tools and State of Michigan approved/supported technologies
- Design and implement {Azure DevOps / JIRA / other} application security that complies with State of Michigan policies
- Lead and direct impact analysis of potential changes due to proposed legislation, enhancement requests, or changes in governmental and business processes
- Review/Approve presentation materials for technical review meetings, approval sessions, and application demonstrations
- Ensure technical design strategies or applications adhere to State and agency policies, standards, and guidelines
- Review and approve State Unified Information Technology Environment (SUITE) System Engineering Methodology or other required technical deliverables
- Direct and coordinate implementation processes for development resources, agency staff, and service delivery teams
- Coordinate IT production operation support for critical system(s) based on business schedule and needs
- Coordinate with matrix organizations to ensure partnership agreement requirements are met
- Provide oversight of teams work to complete activities according to established timelines
- Provide technical approval for design and production release(s)
- Provide technical leadership and mentoring on build and release design techniques (CI/CD, Test-Driven Development, etc.)

Duty 2

General Summary:

Percentage: 15

Provide technical leadership to the application development team, agency, and external groups.

Individual tasks related to the duty:

- Recommend scripting best practices for efficiency, dependability, maintainability, reliability, and security.
- Assist agency clients to plan for and prioritize system and/or enterprise technical initiatives to meet business needs and align with the client strategic plan
- Mentoring team developers on programming standards and guidelines
- Provide technical expertise and leadership to agency clients and its external groups
- Maintain thorough, up to date knowledge of build techniques used in software development in line with the DTMB technology standards
- Research and evaluate relevant technology as it pertains to the business strategy

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Identify, share, and recommend improvements to software tools and technology to development team and technical support staff
- Participate in any statewide IT initiatives as necessary and appropriate
- All other duties as assigned

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

- Using office standards and state methodologies, designing, coding, and testing applications to meet the needs of the agency and its stakeholders; also designing and coding data access objects, business objects, and stored routines
- Decisions related to application changes being aware that these changes affect users as well as other systems
- Decisions regarding resolution for critical system errors
- During absence of the immediate supervisor, unless instructed otherwise, take necessary independent action to keep assigned computer systems operational

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

- Deviations from practices, standards, or written policies
- Any decision impacting approved scope, schedule, or cost

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. 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.

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?

The essential duties of this position are to serve as the Build and Release Specialist for the Agency Services DTMB divisions supporting DHHS, to handle the implementation of applications related to supporting the agency's business needs with these systems. This position administers the implementation technology stack, ensuring the design of new features, functions, and security components integrate with existing architecture and work with audit team on the yearly audits.

Competencies: Communication, Contributing to Team Success, Decision Making, Planning and Organizing, 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 will remain the same the update is minor changes to the applications the position supports and using the most up to date template.

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

Each area within Agency Services/DHHS develops, implements, and maintains the computer systems required by the administration within the Department of Health & Human Services, for which each area is responsible. 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 operation effectiveness. This position is part of the support structure of a service-oriented organization. Knowledgeable, technical staff are needed to meet the commitments of the Department of Technology, Management, & Budget (DTMB), Technology & Database Support (TDS) division without further compromising staffing of other priority projects. This position supports Azure DevOps integration with Administrative and Departmental Solutions' applications which are used to implement and maintain the computer systems required by the administration within the Agency. This support requires, but is not limited to, identification of impacts, recommendations for change, communication across DTMB, the Agency, and regulatory bodies, and ensuring compliance with all requirements imposed by the State, the Agency, DTMB, and regulatory agencies, such as CMS and IRS.

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 OF:

- OCP configuration, and network configurations
- LDAP, Load Balancers, F5 and related systems

SKILLED IN/EXPERIENCE WITH:

- DevOps with automating builds, regression testing, smoke testing, and pushing releases across multiple environments
- Multiple platform such as OpenShift, Linux, Oracle, SQL Server, and Windows
- Agile project management and implementing the best practices for secure development life cycle (SADLC)
- Expertise of configuration management tools and administration • Configuration management and high availability application deployments
- Working in Linux environments
- 24/7 problem solving in an existing, complex environment including monitoring disk, CPU, and network performance anomalies and the ability to act immediately upon system and/or network performance alarms
- The use of capacity plans to plan for future growth within the boundaries of the current design
- Full project lifecycle from conception to implementation and support including batch and interactive design
- Configuration management
- Performing system monitoring, analysis, and performance tuning
- Cloud based systems (Amazon Web Services (AWS), Google Cloud Platform (GCP), Microsoft Azure)
- Software development and delivery track record in a range of roles for Agile environments
- Producing deliverables using the State's Unified Information Technology (SUITE) Systems Engineering Methodology (SEM)

ABILITY TO:

- Self-motivate and be results oriented; be able to motivate others
- Demonstrate excellent oral and written communication skills, experience leading groups of people through discussions, technical or otherwise
- Be a strong team player and work effectively within a team and more broadly with people from a variety of backgrounds and areas across the organization • Prepare detailed written instructions and documentation
- Effectively make oral and written reports and presentations and prepare clear and concise documentation
- Establish and maintain effective relationships with clients and matrix support teams
- Resolve complex problems in a timely manner and the ability to seek optimum solutions
- Communicate technical terminology at a level appropriate to the audience
- Be effective at creating highly complex assignments in a high stress work environment
- Troubleshoot application issues under pressure

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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

9/9/2026

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