

**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 Eligibility
5. Working Title (What the agency calls the position) ITPA12 – Senior Application Developer	11. Section Operations & Support
6. Name and Position Code Description of Direct Supervisor RAO, PALLAVI; INFO TECH MANAGER-3	12. Unit MiConnect
7. Name and Position Code Description of Second Level Supervisor SINGH, ALOK; 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 functions as a Senior Application Developer, within DTMB's Agency Services supporting DHHS for the Eligibility division. The employee will perform a complete range of information system analyst assignments including, but not limited to, leading development initiatives for the Departmental Solutions area in the support of Department of Health and Human Services (DHHS). This position is primarily responsible for providing Senior Application Development support across several applications and platforms including, but not limited to: Salesforce, IBM Middleware, Amazon Web Services, Google Web Services, and React Solutions on OpenShift.

This position leads development efforts and will be looked upon to provide mentoring to other team members. The position will provide guidance and recommendation to leadership on the evaluation and use of new testing tools and will serve as the quality assurance resource and work in parallel with contracted vendor.

The position will design and document IT solutions when new technology is involved with guidance and review from the solutions architect (SA) to ensure the software architecture aligns with the hardware architecture and other DTMB enterprise guideline

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

As a Senior Application Developer, lead development efforts, direct code development, provide advice and guidance to other development staff, and will be looked upon to provide mentoring to other team members. The position will provide guidance and recommendation to leadership on the evaluation and use of new development strategies and work in parallel with contracted vendor. Design and document IT solutions when new technology is involved with guidance and review from the solutions architect (SA) to ensure the software architecture aligns with the hardware architecture and other DTMB enterprise guidelines.

Individual tasks related to the duty:

- With the Business Analyst, present 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 and document IT solutions when new technology is involved with guidance and review from SA to ensure the software architecture aligns with the hardware architecture and other DTMB enterprise guidelines.
- Provide professional technical expertise to the DTMB IS PMO managers and client 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.
- Review and approve updates to systems documentation.
- Serve as a team lead/resource, directing the code development, providing advice and guidance to other staff.
- Review and approve recommended design solutions.
- Develop/Design the coding standards and integration processes/objects/ framework that can 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, or guidelines. Participate in department wide coding standards review.
- Work with the solutions architect to setup guidelines/processes on code review.
- Evaluate and identify development exception needs.
- Review and approve application test plans. 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.

Duty 2

General Summary:

Percentage: 20

Perform other miscellaneous duties associated with application development and special projects.

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.
- Make oral and written reports and presentations and prepare clear and concise documentation.
- 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.
- 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.
- Training junior developers
- Enter task and project notes in standard project tracking tool.
- Special projects as assigned by management.

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

- Solutions and resolutions to manage and resolve service requests
- Impacting the design of assigned systems, particularly within the assigned development team
- 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, and 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.

- Impacting approved scope, schedule, or cost.
- Regarding implementation of modifications or new development for automated systems.
- Involving commitment of resources for the investigation of production errors or proposed development.
- Changes relevant to the priority of a project or direction of project development.
- Decisions that have or may have legislative, legal, and/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.

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 a Senior Application Developer supporting DHHS. This position leads efforts to determine and develop solutions to complex technical problems and solutions. Tasks include analysis, estimation, requirements gathering, coding, research, self-learning of new technologies, setting up and coordinating work assignments, and leading ongoing customer interaction in all capacities. This position works closely with the division's internal teams, as well as other DTMB teams, daily.

Competencies (in alphabetical order): Building Strategic Working Relationships, Communication, Customer Focus, Decision Making, Initiating Action, Innovation, Planning and Organizing, Technical/Professional Knowledge and Skills, 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?

The function of the area is to provide application development support to all agency applications and projects. This position will provide Senior Application Development support specifically to the team who provides the development support for all software systems within the Administration & Departmental Solutions division.

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:

- Project management Agile processes and procedures
- Processes and procedures used to support application development

SKILLED/EXPERIENCE IN:

- Utilizing IBM App Connect in Enterprise level architecture
- Java related development Knowledge or experience in Java reactive programming is a plus
- API development
- Utilizing testing automation tools, such as SoapUI, Ready API
- Utilizing other IBM middleware products such as DataPower, APIC
- Platforms such as Azure DevOps or JIRA
- Utilizing CI/CD pipeline for deployment
- Training junior developers

ABILITY TO:

- Self-motivate and be results oriented; able to motivate others
- Demonstrate excellent oral and written communication skills, lead groups of people through discussions, technical or otherwise
- Be a strong team player; able to 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
- Effective at creating highly complex assignments in a high stress work environment
- Troubleshoot application issues under pressure

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

9/16/2026

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