State of Michigan
Civil Service Commission

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

Position Code
1. INTCSPL3G84N

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** Children's Services & State Hospitals
5. Working Title (What the agency calls the position) ITS14 – Compliance Specialist	**11. Section** Children's Services
6. Name and Position Code Description of Direct Supervisor BROWN, ANTHONY M; INFO TECH MANAGER-3	**12. Unit** Security
7. Name and Position Code Description of Second Level Supervisor PEI, TAO; 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 schedule

14. General Summary of Function/Purpose of Position

This position functions as a Compliance Specialist within Children's Service and State Hospitals division of the Department of Technology, Management, & Budget, Agency Services supporting DHHS. This position will be responsible for the security compliance design, planning, implementation, and compliance audits supporting DHHS systems and is responsible for the adherence to, compliance with, and reporting on, all Federal, State, and industry requirements.

This position must be familiar with and understand compliance regulations and how they apply to the State of Michigan (SOM) environment for their supported agency. The compliance standards for this position include: Payment Card Industry Data Security Standard (PCI-DSS), Health Insurance Portability and Accountability Act (HIPAA), Federal Information Security Management Act (FISMA), Federal Risk and Authorization Management Program (FedRAMP)), National Institute of Standards and Technology (NIST) 800-53, Office of Auditor General (OAG) audits, Internal Control Evaluation (ICE), Risk, Control Activity and Monitoring (RCAM) resolution, and Industry best practices}.

The position will work with and coach Compliance Analysts, Business Analysts, Database Administrators, System/Solution Architects, and vendors to ensure the IT systems are planned, designed, implemented, and comply with all required security regulations. They are also responsible for the completion, review, and update of Plan of Action and Milestones (POAM) in the Governance, Risk, and Compliance (GRC) tool for all systems, and managing the completion of System Security Plans (SSP) to achieve Authority to Operate (ATO). The position monitors systems for compliance with regulations, SOM policies and procedures, and works closely with Michigan Cyber Security (MCS) to see that security policies are interpreted correctly for SOM Enterprise security policies and processes development to ensure compliance with State and Federal security mandates, and Federal security reporting.

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**

Serve as the Compliance Specialist for assigned IT systems. Coach and assist compliance analysts, business analysts, database administrators, system architects, and vendors with work related to security and audits, such as Internal Control Evaluations (ICE), Office of Auditor General (OAG), and regulatory compliance.

Individual tasks related to the duty:

• Provide security compliance expertise.
• Act as lead technical security compliance liaison.
• Lead the security compliance evaluation of vendor software targeted for possible integration into the systems or environments, including strategic middleware software, applications, tools, and utilities.
• Engage State of Michigan technology vendor representatives by establishing a working partnership relationship. Stay current on industry security technology and standards. Understand the investment and support of industry security standards by vendor partners.
• Ensure the implementation of security standards in system architecture and design to ensure compliance with the State industry standards. Provide expert documentation and input (when applicable) to Enterprise Security Standards.
• Maintain an awareness of Agency and IT Enterprise initiatives. Communicate the security implications and impacts of these initiatives to the Agency.
• Perform business and technical security compliance requirements analysis for Enterprise-level components.
• Identify key business and technology drivers that impact application security compliance.
• Provide knowledge leadership in security compliance standards and governance.
• Develop action plans to ensure compliance with State and Federal security requirements.
• Liaison with Michigan Cyber Security and other business areas to ensure compliance with State of Michigan security policies and procedures.
• Primary liaison to Enterprise Architecture Core team to ensure the system architecture complies with State of Michigan policies and procedures.
• Provide leadership and direction to technical teams and resolve escalated security compliance issues.
• Provide input and consulting to Internal Control Evaluation (ICE) and Risk, Control Activity and Monitoring (RCAM) resolution activities.
• Perform pre-deployment research and analysis of software install, upgrades and configuration changes, and the impact on security compliance of the application(s).
• Review and analyze the impact of new or changed security standards. policies, and procedures implemented at the State or Federal level to determine and recommend changes required to make existing systems compliant.
• Support gathering and interpretation of security requirements to be translated into system specifications.
• Participate in the selection of the IT strategies, policies, programs, and procedures impacted by the proposed business requirements for achieving the business objectives and goals.

Duty 2

General Summary: **Percentage:** **15**

Technology security training, research, and evaluation involving an understanding of business requirements combined with security technology knowledge required for developing IT solutions for Client/Agency to ensure compliance and address needs.

Individual tasks related to the duty:

• Actively seek training opportunities for professional development and identify and research security technology trends.
• Plan and attend training, as required, to maintain and expand work competencies and skills.
• Identify and share information related to security tools and technology to application development and technical support staff.
• Support documentation and planning of security procedures and guidelines for the development, installation, and maintenance of IT solutions.
• Participate with technical staff and/or software vendor to assist with determination of best approach to meet system design specifications for system and data security.

Duty 3

General Summary: **Percentage:** **5**

Other duties as assigned.

Individual tasks related to the duty:

• Participate in team meetings and workgroups to coordinate standards and methods, and to promote sharing of technical information.
• Perform related work as is deemed necessary by the supervisor and/or management.
• Inform management of issues and risks as they arise and statuses in a timely manner as they change.
• Participate in any DTMB or statewide IT initiatives as necessary, appropriate, and required by supervisor.
• Perform IT related training and assistance upon request.
• Serve on IT related advisory groups and interview panels upon request.
• 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.

• Decisions involving technology used to implement architecture.
• Decisions involving the best approach to resolve technical issues.
• Decisions involving the best approach to resolve functional issues.

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

• Budgetary decisions.
• Decisions impacting team, agency, and/or section goals and/or priorities.
• Proposal changes in policies, standards, and/or procedures affecting team, section, and/or agency.
• Decisions impacting client agencies.

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.

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.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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 staff member in this position will lead and direct the IT compliance activities for Children’s Services and State Hospitals, must be able to develop and maintain a highly cooperative relationship with DHHS, DTMB, MCS and staff (internal or contractual). This individual must be able to interpret and explain the various State and Federal security requirements. This position will be responsible for ensuring DHHS IT applications adhere to security and compliance requirements, and the required reports and documents are prepared and submitted in a timely fashion.

Competencies: Building Trust, Communication, Contributing to Team Success, Customer Focus, 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 of this position have not changed; the update is the PD has been approved by the IT Committee and there were minor changes to the applications the position supports.

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

This position will serve as the Compliance Specialist responsible for the DHHS systems. This position will be involved in understanding the client Agency's business objectives and aligning information technology architecture to support these objectives related to IT security and compliance. This position will provide technical leadership, guidance, and direction. This position will also serve as the IT Compliance Specialist responsible for the DTMB IT security compliance support of the DHHS systems. The specialist is the multi-disciplinary authority responsible for security design, planning, implementation, support, and compliance for systems, platforms, and components. This position will be involved in understanding the client Agency’s business objectives and aligning information technology architecture to support these objectives. This position will provide technical leadership, guidance, and direction.

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:
• Producing deliverables in alignment with the State's Unified Information Technology Environment (SUITE), specifically the Systems Engineering Methodology (SEM) and related policies and procedures.
• Creating highly complex assignments in a high stress work environment.
• NIST 800-53 Security Controls and DTMB Security Policies and procedures.
• This position must have an in-depth knowledge of the following compliance standards:
o Payment Card Industry Data Security Standard (PCI-DSS)
o Health Insurance Portability and Accountability Act (HIPAA)
o Federal Information Security Management Act (FISMA)
o Federal Risk and Authorization Management Program (FedRAMP)
o Office of Auditor General (OAG) audits
o Financial Management Guide (FMG)
o Internal Revenue Service (IRS) Pub 1075
o Family Educational Rights and Privacy Act (FERPA)
SKILLED/EXPERIENCE IN:
• Multi-platform and multi-system integration experience.
• Full project lifecycle from conception to implementation and support including batch and interactive design.
• Software development and delivery track record in a range of roles for Agile environments.
• Leading groups of people through discussions, technical or otherwise.
• Performing analysis and requirements gathering with customers.
ABILITY TO:
• Self-motivate and be results oriented, ability to motivate others.
• Demonstrate excellent oral and written communication skills.
• Be a strong team player and be 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 create and make oral and written reports and presentations and prepare clear and concise documentation.
• Establish and maintain effective relationships with clients and matric 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.
• Learn and implement new procedures.
• Work collaboratively and establish and maintain good rapport with agency staff at all levels.

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	10/8/2026
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**