State of Michigan
Civil Service Commission

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

Position Code
1. ITPRANAN80N

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** Health & Aging Services/Bureau of Audit/OIG
5. Working Title (What the agency calls the position) ITPA12 – Senior IT Compliance Analyst	**11. Section** Health & Medicaid Services
6. Name and Position Code Description of Direct Supervisor DASHNER, KENDRA A; INFO TECH MANAGER-3	**12. Unit** Audit & Compliance
7. Name and Position Code Description of Second Level Supervisor HURST, SHARITA E; 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 ITPA12 position will serve as a Senior IT Compliance Analyst within the Department of Technology, Management and Budget (DTMB) Agency Services for the Department of Health and Human Services (DHHS). This position will support the Michigan Department of Health and Human Services (MDHHS) with completing and maintaining System Security Plans for their 200+ applications.

Completing and maintaining System Security Plans will require interpretation of the security implemented in these applications based off NIST 800-53, HIPAA, MARS-e, Pub 1075, and other required regulations, policies and frameworks using the State of Michigan's GRC tool, documentation and other materials as required.

This position may also be involved with collecting and organizing responses and documentation for internal, State or Federal audits.

Other expectations for this position include, but are not limited to, training IT and non-IT staff on processes within the work area, providing outreach to IT and non-IT staff, data collection and conducting presentations on topics within the work area

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 IT Compliance Analyst within the Department of Technology, Management and Budget this position will complete and maintain System Security Plans, document, and validate the security implementation based off required regulations, policies, and frameworks. This position will also be required to provide training and interpretation of the frameworks, regulations, laws, policies and GRC tool the State of Michigan must adhere to.

Individual tasks related to the duty:

• Review and evaluate control responses and provide input to ensure compliance with work area Security Controls in System Security Plans in GRC tool for work area
• Analyze and evaluate compliance solutions for improving the performance of security responsibilities, controls, and design.
• Lead other technical resources by facilitating and coordinating multiple DTMB and vendor areas to evaluate and recommend compliance solutions for the overall system design, implementation and integration of systems with other existing systems/technologies/data sources on multiple platforms within the work area.
• Advise and report on security controls implementations impacting multiple integrations and enterprise implemented controls for external and internal security authorities for work area.
• Evaluate assessment findings from action plans to recommend compliance solutions for work area system security plans to ensure compliance with State and Federal security controls.
• Review, evaluate, and provide compliance solutions to meet State of Michigan security policies and procedures.
• Evaluate and recommend compliance solutions for remediations of gaps from new or changed security standards, policies, and procedures.
• Work with management on strategies for adherence to work area Michigan Security Accreditation to support annual system security and risk plan development.

Duty 2

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

Provide Agency support as assigned.

Individual tasks related to the duty:

• Security Controls: [OAG, MISAP, IRS, CMS, SSA, FNS, ICE].
• Lead and support evidence collection, review and evaluate audit responses, working across multiple DTMB areas to support work area Federal and State Security/Audits.
• Review and evaluate compliance findings and support lead technical audit and security compliance liaison in audit entrance/exit briefings and interviews.

Duty 3

General Summary: **Percentage:** **10**

Perform special assignments as assigned.

Individual tasks related to the duty:

• Perform IT related training and assistance upon request.
• Attend IT related meetings and seminars upon request.
• Travel for IT related business upon request.
• Serve as technical resource to the Project Manager and liaison to the PMO to resolve project issues.
• Perform other IT related tasks upon request.

Duty 4

General Summary: **Percentage:** **10**

Participate in project planning and/or establishment of priorities for future development, using industry standard project management tools, and estimating guidelines.

Individual tasks related to the duty:

• Research and provide input in the creation of project plans.
• Assist in the creation/modification of project management documents by applying DTMB project management methodology to IT solutions that support the business client.
• Create, update, and maintain systems and IT programs documentation using State of Michigan standard documentation methodology.
• Establish working communication and status reporting with immediate supervisors, as well as other appropriate levels of management.
• Enter task and project notes in standard project tracking tool.
• Participate in project planning meetings and project related activities
• Participate with team in Sprint Planning, Scrum and other required team and partner meetings and priority planning
• Participate in team initiatives and process improvement

Duty 5

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

Other duties as assigned

Individual tasks related to the duty:

• Special projects as requested by DTMB management.

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

This position functions as a senior IT compliance analyst responsible for documenting and analyzing applications against National Institute of Standards (NIST), federal and state laws, policies, HIPAA, PCI, CMS, IRS and other regulations. The employee will also take part in IT technical audit activities. This ITPA ensures DTMB and MDHHS activities are compliant and up to date with IT best practices and recommended practices. Work includes analyzing, developing, monitoring and reporting of IT technical measurements and standards of care as well as assessing technical risks related to system and application security, reliability, quality and efficiency. This assessment will be accomplished by working with DTMB technical staff (DBAs. Developers, Architects, etc.) to review system diagrams, network diagrams, development code, test scripts, databases and other technical aspects of MDHHS IT systems.

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

Decisions related to IT and technical audits and compliance assessment results with an impact on DTMB Agency Services and/or MDHHS customers. This includes IT and technical discrepancies, non-compliance with Departmental, State, and Federal IT and technical audit processes or requirements, and politically sensitive matters. Employee must seek and obtain clarification on audit purchasing processes, activities regarding how to address perceived IT risks, and special assignments. In instances where the employee has competing time-sensitive projects, employee must seek and obtain clarification on work prioritization.

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):

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?

This ITPA12 position will serve as a Senior IT Compliance Analyst within the Department of Technology, Management and Budget (DTMB) Agency Services for the Department of Health and Human Services (DHHS). This position will support the Michigan Department of Health and Human Services (MDHHS) with completing and maintaining System Security Plans for their 200+ applications. This position will document and validate the security implemented in these applications based off of NIST 800-53, HIPAA, MARS-e, Pub 1075, and other required regulations, policies and frameworks. This position will also be required to provide training and interpretation of the frameworks, regulations, laws, policies and GRC tool the State of Michigan and MDHHS must adhere to.

Competencies (in alphabetical order): Building Strategic Working Relationships, Building Trust, Communication, Contributing to Team Success, Customer Focus, Decision Making, Initiating Action, Innovation, Planning and Organizing, 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?

This team is responsible for the completion and maintenance of System Security Plans for the Michigan Department of Health and Human Services applications that must adhere to State and Federal laws, policies and regulations. This role will be responsible for assisting in the completion and maintenance of these System Security Plans based on the State and Federal laws, regulations and policies that each application must comply with following policy and processes.

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:

ABILITY TO:
• Prepare detailed written instructions and documentation
• Work effectively with a wide variety of people
• Apply time management skills regarding workload
• Provide quality customer service, build trust through integrity of work, and build strategic relationships through teamwork

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	3/3/2025
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**