

1. Position Code ITPRANAB77N
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State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909

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POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position.

THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency Department of Technology, Management, & Budget
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Agency Services Supporting DHHS
4. Civil Service Classification of Position Information Technology Programmer/Analyst-A	10. Division Eligibility
5. Working Title of Position (agency title of position) ITPA12 – Software Engineer (Intermediate)	11. Section Bridges Development
6. Name and Classification of Direct Supervisor Sanjay Srivastava, SEBRA17	12. Unit Payroll, CDC & Billing, Front Office, Benefits, Kiosks
7. Name and Classification of Next Higher-Level Supervisor Nathan Buckwalter, SME19	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 Senior Application Developer and will perform a complete range of information system analyst assignments including, but not limited to, designing, developing, testing, implementing computer systems, applications and upgrade technologies as needed for DTMB Agency Services supporting MDHHS. This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1: 75 % of Time

Serve as a senior analyst/programmer by using principles/procedures of SOM System Engineering Methodology (SEM) and automated data processing 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 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 team lead/resource. Direct code development, provide advice and guidance to other development staff.
- Develop/Design coding standards and integration processes/objects/framework that can be leveraged for an IT solution.
- 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/Approve app test plans. Incorporate all levels of security identified as systems 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 of Duty 2: 15 % of Time

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.

- Monitor long term IT solution trends and recommend 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.
- Develop 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.

Duty 3

General Summary of Duty 3: 5 % of Time

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.

- Use 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 client agency's strategic plan and support DTMB's objective of achieving CMM compliance.
- Develop overall work plan for projects using SEM documentation, including determination of system development tasks required, resource requirements, equipment, and training needs to ensure successful project implementation.
- Assist the Project Control Office in assessing training needs and provide simulated screenshots, process flows, output forms, and/or reports along with data entry or enterprise security restrictions.
- Apply 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 of Duty 4: 5 % of Time

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

Individual tasks related to the duty.

- Actively participate as a liaison with system users to communicate DTMB capabilities and assist in making recommendations or alternatives.
- Prepare and deliver oral and/or written presentations to users and upper management
- Lead task forces, special committees, and/or research groups in development of technical applications.
- Meet with Federal liaisons/representations on federally funded projects, as assigned by management.
- All other duties as assigned.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

As an advanced level position, all assignments and work are performed under the guidance of the first-line supervisor.

Decisions made can affect area staff, other division staff, end users (Central Office, Agency management, Local Office staff, other Agencies, and the public).

Consequences may involve inappropriate 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 your supervisor's review.

- Implementation of modifications or new developments for automated systems.
- Coordinated 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 systems/applications the Services 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, and/or budgetary impact.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

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 classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
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<p>20. My responsibility for the above-listed employees includes the following (check as many as apply):</p> <p><u> </u> <input type="checkbox"/> Complete and sign service ratings. <u> </u> <input type="checkbox"/> Assign work.</p> <p><u> </u> <input type="checkbox"/> Provide formal written counseling. <u> </u> <input type="checkbox"/> Approve work.</p> <p><u> </u> <input type="checkbox"/> Approve leave requests. <u> </u> <input type="checkbox"/> Review work.</p> <p><u> </u> <input type="checkbox"/> Approve time and attendance. <u> </u> <input type="checkbox"/> Provide guidance on work methods.</p> <p><u> </u> <input type="checkbox"/> Orally reprimand. <u> </u> <input type="checkbox"/> Train employees in the work.</p>			
<p>21. <i>I certify that the above answers are my own and are accurate and complete.</i></p> <p style="text-align: center; margin-top: 20px;"> </p> <p style="text-align: center; margin-top: 5px;"> Signature Date </p>			

NOTE: Make a copy of this form for your records.

<u>TO BE COMPLETED BY DIRECT SUPERVISOR</u>
<p>22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?</p> <p>Yes, prepared by management.</p>
<p>23. What are the essential duties of this position?</p> <p>The essential duties of this position are to participate in or lead 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 assist in development and maintenance of varied complex computer applications. Skills sets include experience in JAVA, VB6, VB.net, PL/SQL, Oracle, Access, Business Objects/Crystal Reports, and other utility-driver development tools like Version Manager, Rational Tools, PVCS Tracker, and TOAD.</p> <p>Competencies (in alphabetical order): Building Trust, Continuous Learning, Contributing to Team Success, Customer Focus, Technical/Professional Knowledge</p>
<p>24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.</p> <p>Position description has been updated in conjunction with the approved Application Development Senior Standards for DTMB Agency Services. This position continues to perform senior level duties as outlined in the approved senior standards. Verbiage has been changed for consistency throughout DTMB Agency Services</p>
<p>25. What is the function of the work area and how does this position fit into that function?</p> <p>Each area within the Agency Services/DHHS and CSES 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 staffing of other priority projects.</p>
<p>26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?</p>
<p>EDUCATION:</p> <p>Possession of a bachelor's degree with not less than 21 semester (32 term) hours in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, mathematics or Civil Service-approved alternatives</p>

EXPERIENCE:

Three years of professional experience in the development, enhancement and maintenance of automated systems equivalent to an Information Technology Programmer Analyst in state service demonstrating progressive responsibilities and project leadership.

Note: Equivalent combinations of education and experience that can be shown to provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Technical languages and knowledge of how to apply towards user projects and goals

ABILITY TO:

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

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal vehicle.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature Date