

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 Technology & Database Support
5. Working Title (What the agency calls the position) Solution Architect	11. Section Architecture & Database Support
6. Name and Position Code Description of Direct Supervisor WOODWORTH, RICHARD; INFO TECH MANAGER-3	12. Unit Architecture Team
7. Name and Position Code Description of Second Level Supervisor KODALI, SRINIVAS; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Elliott-Larsen Building, 320 S. Walnut St. Lansing, MI / 8:00 A.M. – 5:00 P.M. M-F/ Hybrid (may vary)

14. General Summary of Function/Purpose of Position

This position serves as the Solutions Architect specialist for AS MDHHS wide Data Services and Enterprise Platforms, providing advanced architectural leadership for the department's enterprise technology ecosystem. The role is the department's primary expert in FileNet, MiLogin, and OpenShift, guiding platform aligned solution designs that support content management, identity and access, and containerized application delivery across all MDHHS program areas. As part of this work, the position incorporates database considerations within broader enterprise data and platform architectures, ensuring that solutions are cohesive, secure, and scalable without overlapping with other specialist domains. The position is the recognized expert responsible for the architecture, governance, and implementation of enterprise data services at MDHHS. It leads the development and enforcement of department wide data governance standards, ensures alignment with statewide enterprise data frameworks, and maintains required information within the State's metadata repository. Working closely with the Enterprise Architect and Application Architect, the role defines AS DHHS specific data frameworks and models that support MDHHS program needs while aligning with statewide architectural principles and technology direction.

Success in this role requires deep knowledge of MDHHS business processes, data domains, and compliance obligations. The Solutions Architect provides leadership throughout the Software Development Lifecycle, ensuring that solutions meet state and federal requirements related to security, privacy, fiscal accountability, and auditability. Core responsibilities include defining data standards, creating reusable architecture patterns, guiding the implementation and integration of data service components, and mentoring technical staff on modeling, integration, and platform best practices.

The position also plays a key role in advancing MDHHS modernization efforts. It incorporates contemporary architectural practices such as cloud native design, event driven and composable systems, Zero Trust security, and sustainability principles. It applies industry frameworks including AWS, Azure, and GCP Well Architected Frameworks and TOGAF 10 to ensure that MDHHS systems remain resilient, future ready, and aligned with statewide technology strategy.

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**

In a specialist capacity, develop and manage the enterprise level architecture for Agency Services supporting DHHS' division division's IT systems and projects. Plan, develop and administer architectural design related policies and procedures.

Individual tasks related to the duty:

- Provide technical architecture expertise as it relates to the integration of systems, security, middleware, services, database design, hardware/server, and tools, to IT project business and technical requirement sessions and for system implementation.
- Lead and coordinate with other technical resources in the overall system design, implementation, and integration of systems with other existing systems/technologies/data sources on multiple platforms within AS DHHS, across multiple state agencies, DTMB Office of the Chief Technology Officer (CTO) and with multiple vendors.
- Develop strategic goals required to ensure that the overall architecture complies with the DTMB Strategic Plan.
- Consult with system designers on proper system design and use of enterprise architecture components.
- Compile or design hardware and software architectural models of current and proposed systems across the client enterprise for use internally and in conjunction with third party technology partners. The models are of two types:
 - Enterprise Models that depict the entire client enterprise and its inter-relationships internally and with the state enterprise architecture.
 - Reference Models that depict recommended & approved technologies & designs, which can serve as a template for future projects.
- Perform architecture design reviews across the organization.
- Define, implement and maintain the IT technical architecture design methodology and best practices.
- Lead the alignment effort toward State of Michigan (SOM) Digital Strategies development and implementation.
- Survey external emerging developments, and evangelize new technologies, standards and methodologies that will have a positive impact on the quality of AS DHHS systems and services.
- Ensure the implementation of security standards in system architectures and designs.
- Be familiar with, provide research, documentation and input (when applicable) to Enterprise Security standards.
- Plan, develop, and administer architecture design related policies and procedures to promote high quality, accurate, and usable system designs.
- Provide technical leadership, guidance, and direction to Application Architects, Database Administrators, Programmer/Analyst(s) supporting system design, database architecture and design, and overall architecture functions in client agencies.

Duty 2**General Summary:****Percentage: 20**

Develop and maintain system level architecture components and design repositories (i.e., middleware, services, database, hardware). Manage projects related to architecture component design and development.

Individual tasks related to the duty:

- Perform technical requirements analysis for client enterprise level middleware, services, database, hardware components, and objects.
- Oversee the design, development, and testing of client enterprise level components, API's and related databases.
- Oversee and approve the development and changes to the architecture to ensure proper execution of the design.
- Provide technical support to application designers in the use of the architecture environment.
- Provide practical technical solutions to the development team to solve complex development problems.
- Chair appropriate change control boards.
- Oversee the development of testing plans, scenarios, and test data to ensure compliance and fit with the overall architecture.
- Manage architecture components and documentation versions using the established configuration management process and tools.
- Manage associated projects to develop client enterprise level architecture components and objects.
- Review the security and account administration services.
- Act as the ASDHHS IT Architect on statewide and client enterprise application integration projects.
- Act as liaison to DTMB Enterprise Architecture and the Office of Enterprise Security.
- Direct the use of EA Solution Patterns and Reference Models with existing and proposed solutions within the area of responsibility. Assist in creating EA Solution Assessments and network diagrams.

Duty 3**General Summary:****Percentage: 10**

Perform middleware, services, and hardware support as required.

Individual tasks related to the duty:

- Provide assistance to the server hardware and database administrator on system level components, middleware, and APIs (assets).
 - o Ensure the installation, configuration, and implementation of the assets follow the architecture guidelines.
 - o Ensure proper operation of the assets.

Duty 4**General Summary:****Percentage: 10**

Perform additional duties as assigned

Individual tasks related to the duty:

- Participate in the development and implementation of processes that improve efficiency and enhance productivity.
- Provide leadership, consultation, and expertise on special teams and projects as assigned.
- Ensure relevant administrative functions are complete and accurate.
- 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.

Final decision maker on the following:

- Technical architecture design – all development projects, development staff, and systems users.
- Technology used to implement architectures – all development projects, development staff, and system users.
- The best approach to resolve technical issues and troubleshoot problems – all development projects, development staff, and system users.
- Plan, develop, and administer architecture design related policies and procedures – all development projects, development staff, and system users.

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

- Affecting spending and budgetary
- Impacting team, AS DHHS, and/or section goals and/or priorities
- Changing policies, standards, and/or procedures
- Approving requested hardware and/or software purchases
- Impacting client AS DHHS business

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

As the Solutions Architect supporting DHHS, this position is strategically responsible for the design and implementation of DHHS's client enterprise level architecture, middleware, services, database, and hardware components. This Specialist leads the alignment to SOM Digital Strategy; compiles or designs architectural models of current and proposed systems across the client enterprise; performs design reviews across the Agency Services DHHS client organization; leads the evaluation of vendor software targeted for possible integration into the systems or environment; defines and manages the IT design methodology; surveys external emerging developments, and evangelizes new technologies and standards; manages the development and maintenance of DHHS's architecture environment, and consults with application designers on how to implement enterprise architecture components and how to resolve issues.

Critical Job Role: Solutions Architecture

Competencies: Customer Focus, Technical/Professional Knowledge, Planning and Organizing Work, Communication, Building Trust, Contributing to Team Success.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

PD update, the essential tasks and duties have not changed the pd was reviewed and approved by the IT Committee and using the template PD for a Solutions Architect.

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

The Architecture Team provides services in solution and application architecture, middleware, and database administration. These services are specifically for DHHS and the DTMB divisions supporting DHHS. The team has is responsible for supporting critical statewide (life threatening) systems and the tools which enable those systems to function. The section will liaison as appropriate with other areas of DTMB to perform its mission and services.

The Senior Architecture Analyst serves as a technical resource in Solution Design Team sessions and serves as a liaison to engaged SDT client teams that include DTMB and AS DHHS project teams, as well as vendor partner representatives. SDT provides technical and process guidance, delivery acceleration, contingency planning and, where necessary, remediation for a wide variety of mission critical projects and services. The domain of projects engaged includes the most highly visible, costly, mission critical and highly complex projects at SOM. All SDT engagements will have enterprise-wide impact, affecting the delivery, security, and performance of citizen-facing services across multiple state agencies.

This position is critical to the timely and effective delivery of all the team's services to some of the most highly visible and most complex projects, across multiple state agencies.

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:

- Project management principles, concepts, and practices
- System development lifecycle used for the development of new systems and enhancements to existing information systems
- Data communication and transaction-based processing
- IT concepts and basic operating principles of data communications and information systems hardware and software
- Personal computers and personal computer software
- Interactive processing and remote printing
- File maintenance and report generation methods

ABILITY TO:

- Gather and analyze facts, draw conclusions, define problems, and suggest solutions
- Conduct training and informational sessions
- Communicate effectively: build consensus, facilitate working sessions, and negotiate solutions and alternatives
- Prepare detailed written instructions and documentation
- Analyze instructions and data
- Maintain records, prepare reports, and conduct correspondence related to the work
- Communicate technical terminology at a level appropriate to the audience
- Effectively make oral and written reports and presentations and prepare clear and concise graphs and charts
- Maintain favorable public relations and perform problem/issue resolutions

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

3/3/2026

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