

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TECH, MGMT AND BUDGET - IT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Agency Services Supporting DHHS
<b>4. Civil Service Position Code Description</b> Info Tech Prgmr Analyst-A	<b>10. Division</b> Children's Services & State Hospitals
<b>5. Working Title (What the agency calls the position)</b> ITPA12 – Senior Application Developer	<b>11. Section</b> Children's Services
<b>6. Name and Position Code Description of Direct Supervisor</b> BROWN, ANTHONY M; INFO TECH MANAGER-3	<b>12. Unit</b> Build Team & Small Applications
<b>7. Name and Position Code Description of Second Level Supervisor</b> PEI, TAO; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 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 IT application developer for Michigan Statewide Automated Child Welfare Information System (MiSACWIS) in the DHHS Child Welfare & Child Support Services Area. This position also supports the Comprehensive Child Welfare Information System (CCWIS). These applications ensure that children and youth served by the public systems are safe; to promote, improve and sustain a higher quality of life while enhancing their wellbeing; and to have permanent and stable family lives. This advanced position provides production support, evaluates possible solutions, develops alternative solutions, recommends technical modifications, designs, develops, and maintains applications across multiple platforms.

This position is a lead programmer using the (technologies of) Java Platform Enterprise Edition, Salesforce, XML, Oracle, PL/SQL, and Azure DevOps. This position has responsibility to analyze, document, and maintain the MiSACWIS and CCWIS Applications.

Skill sets used in this area include Public Assistance Children and Family Services program knowledge, DHTML, HTML, Java, Enterprise Java Development Skills, Java web development, Java IDE, Struts, Hibernate, JavaScript, SQL, PLSQL, MS Office, Crystal Reports, Oracle Database, and XML.

This ITPA ensures DTMB activities are compliant and up to date with IT best practices and recommended practices.

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: 75**

Serve as team lead and resource directing the programming, testing, and implementation of new and existing complex web-enabled or client/server data system applications following industry and DTMB development standards. Develop or approve plans for testing and implementation of web-enabled or client/server data system applications, evaluate impacts of changes and new technology, recommend solutions to persistent problems, and server as Agency Services liaison to external consultants.

**Individual tasks related to the duty:**

- Research, test, and recommend new development tools, languages, upgrades, and equipment as directed by senior team members
- Design and document IT solutions when new technology is involved with guidance and review from the solutions architect (SA) to ensure software architecture aligns with hardware architecture and other DTMB enterprise guidelines
- 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
- Provide professional technical expertise to DTMB PMO and client agency managers and supervisors in project estimating
- Review and approve updates to systems documentation
- Serve as team lead and resource, directing code development, providing advice and guidance to other development staff
- Review and approve recommended design solutions
- Develop/Design coding standards and integration processes/objects/ framework that can be leveraged for an IT solution
- Review and approve code changes as required
- Design scripts and coordinate application peer testing, load testing, and system integration testing
- Develop plans and coordinate implementation of tool/environment upgrades with guidance and review from the SA
- 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 SA to setup guidelines/processes on code review
- Evaluate and identify development exception needs and potential impacts of changes
- Review and approve application test plans with BA
- Incorporate all levels of security, which were identified as system requirements, into test plans
- Develop and monitor defect tracking logs and facilitate problem resolution
- Provide input to procedures and ensure proper change management for all requested fixes to production systems
- Monitors long term IT solution trends and recommends 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.
- Participate in internal/external security policy and standards review teams with guidance and review from the SA
- 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
- Evaluate impact of new development tools, languages, upgrades, and equipment on agency systems and make recommendations to DTMB and/or agency clients in collaboration with the SA
- Represent DTMB as technical resource at meetings and agree to follow all policy, standards, and procedures of DTMB
- Maintain and upgrade systems as a result of tool/environment upgrades
- Document and analyze identified problems to determine root cause and provide root cause analysis
- Follow change management procedures and provide input to execute change management
- Work with vendors who provide IT solutions

**Duty 2**

**General Summary:**

**Percentage: 25**

Employee will be assigned to other duties for projects, as needed, and will be able to work on projects as is deemed necessary by the supervisor.

**Individual tasks related to the duty:**

- 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 initiative as necessary, appropriate, and required by supervisor
- Attend all staff meetings, informal and formal training classes, seminars, and conferences as required by supervisor

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

- Decisions involving the research of current system operations
- Decisions within documented DTMB processes and in support of DTMB standards

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

- Decisions not in support of DTMB standards
- Decisions resulting in a business process change or change in direction or scope of current DTMB projects
- Decisions impacting the budget or impacting any action to be taken in the event of a major security problem
- Decisions impacting DTMB and/or supported Agency goals, priorities, and/or IT strategic direction Implementation of modifications or new developments for automated systems

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.

Hybrid office environment.

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?

This position is an advanced information technology programmer/analyst and technical resource on the MiSACWIS and CCWIS Support teams. This advanced position provides production support, evaluates possible solutions, develops alternative solutions, recommends technical modifications, and designs, develops, and maintains applications across multiple platforms. This position will be using web development technologies using JAVA, Struts, Hibernate, Oracle, XML, and ADO for the MiSACWIS and CCWIS projects. This may include reports associated with those technologies. This also includes development of documentation in all areas under their own responsibility, navigation, data storage, data retrieval, data validation, data manipulation, printing and other processes. Oral and written communication skills are essential.

Competencies (in alphabetical order): Building Strategic Working Relationships, Communication, 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?

Each area within Agency Services/DHHS develops implements and maintains the automated systems required by the Bureau and Offices within the Department of Human Services for which each area is responsible. It must perform these activities in compliance with ever changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing division policy/procedures/standards and maintaining operation effectiveness.

This position is part of the support structure of a service-oriented organization. Knowledgeable, highly technical staff is needed to meet the commitments of the Agency without further compromising the staffing of other priority projects.

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:**

- Systems development lifecycle methodologies used in the development and maintenance of computer systems
- Concepts and operating principles of data communications and data processing hardware and software
- Browser/Web-based and object-oriented application design techniques and tools

**SKILLED/EXPERIENCE IN:**

- Computer programming languages and software tools, such as JAVA, JavaScript, J2EE, HTML, XML, SQL, PLSQL, SQLPlus, Oracle, and Relational Database
- Framework – Struts

**ABILITY TO:**

- Communicate the details or impact of a project or request via demonstration, verbal, or written reports.
- Work well and comfortably with peers and management.
- Self-commit to continuous relevant learning opportunities and to bring back knowledge to the organization.
- Maintain focus which serves the needs of the user community without compromising the DTMB Enterprise environment.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Duties may involve the use of a personal 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

4/15/2026

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