

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.

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| 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) OCTO |
| 4. Civil Service Position Code Description Info Tech Specialist-3 | 10. Division EUM |
| 5. Working Title (What the agency calls the position) Solutions Architect | 11. Section EUE |
| 6. Name and Position Code Description of Direct Supervisor TAYLOR, KOLE; INFO TECH MANAGER-3 | 12. Unit Foundational Infrastructure Services |
| 7. Name and Position Code Description of Second Level Supervisor ADOLPH, PHILLIP G; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work 7285 PARSONS DRIVE, DIMONDALE, MI 48821 / 8:00 A.M. – 5:00 P.M. M-F (may vary) hybrid |

14. General Summary of Function/Purpose of Position

This position serves as an IT Solutions Architect 14 supporting DTMB's Microsoft Defender Suite of services, with a focus on workstation and server security. This position provides direction on the application of Attack Surface Reduction (ASR) rules and works closely with Michigan Cybersecurity to determine appropriate applications and exception to security processes. This position is also directly involved in workstation management for SOM, with responsibility for configuration and security of over 55,000 workstations. This position will serve as the technical expert on orchestrating the placement and interaction of application components, to meet the agency business requirements, while also satisfying the often-conflicting requirements of sustainability, cost control, standardization, security, compliance and strategic alignment primarily for Microsoft Defender, Configuration Manager, Intune, Entra, and related security tools. This position must ensure that server and workstation Defender configuration is properly integrated with COTS packages, Software as a Service, Web Services and other federal, state and local government applications and services, both internal and external to the State. This position will provide technical expertise and leadership to application development staff, promoting usability, security, mobility, maintainability and reuse. This position must be able to function with a minimum direct supervision and requires a high degree of direct contact with department program managers and DTMB project and technology oversight groups. This position works as a part of a team of architects/designers with additional support staff.

This position is responsible for ensuring the security and compliance of the organization's endpoint and server infrastructure. This position manages and optimizes the Microsoft Defender tenant, including configuring and maintaining security policies, handling exclusions for servers and workstations, and investigating security alerts and incidents. The SME applies and enforces workstation policies through SCCM and Intune, oversees workstation configuration and software deployment, and supports audit and compliance requirements. Additionally, this role manages Windows server configuration and ensures consistent security posture across all managed devices using SCCM and Intune.

This position indirectly reports to the CTO through the Office of Enterprise User Management.

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: 70

In a specialist capacity, develop and manage the enterprise level architecture for all IT systems and projects within the scope of responsibility. Plan, develop and administer architectural practice related policies and procedures.

Individual tasks related to the duty:

- Lead and coordinate with other technical resources in the overall application design, implementation, and integration of applications with other existing applications/technologies/data sources on multiple platforms within the agency, across multiple state agencies, DTMB Office of Enterprise Architecture, and with multiple vendors.
- Develop strategic goals required to ensure that the overall application architecture is in compliance with the DTMB Strategic Plan and DTMB development methodology best practices.
- Consult with application designers on proper application design and use of enterprise services.
- Define, implement, and maintain the IT application architecture design methodology and best practices.
- Lead the effort towards services-based development and implementation.
- Ensure the implementation of security standards in application architectures, designs, and coding practices. Be familiar with, provide research, documentation, and input (when applicable) to Enterprise Security policies and standards.
- Plan, develop and administer application design-related policies and procedures to promote high quality, accurate, and reusable application designs.
- Provide technical leadership, guidance, and direction to Application Architects, Database Administrators, Programmer/Analyst(s) supporting application design, database architecture and design, and overall application and service architecture functions in client agencies.
- Configure and optimize Microsoft Defender tenant settings to maintain security baselines for endpoints and servers.
- Manage security policies and apply exclusions for servers and workstations, ensuring proper documentation for compliance.
- Monitor Defender dashboards, investigate security alerts and incidents, and coordinate remediation efforts.
- Enforce endpoint security policies through SCCM and Intune across all managed devices.
- Collaborate with IT and security teams to integrate and maintain consistent security solutions.
- Maintain compliance with organizational and regulatory standards and prepare documentation for audits.
- Provide technical leadership and guidance on best practices for endpoint security and configuration management.

Duty 2

General Summary:

Percentage: 20

Develop and maintain application-level architecture standards, documentation, and repositories.

Individual tasks related to the duty:

- Oversee the design and validation of configuration of all servers and endpoints within our Defender tenant(s).
- Oversee and approve the development of, and changes to, the standard architecture of Defender.
- Provide practical technical solutions to the development team to solve complex application development problems.
- Contributes to the development of testing plans, scenarios, and test data to ensure compliance and fit with the overall security architecture at SOM.
- Manage application architecture components and documentation versions using the established development and management processes and tools.
- Manage associated projects to develop and maintain SOM's security posture.
- Review the security of application components and services.
- Act as the IT Architect SME covering the scope of responsibility on statewide projects for both Defender and workstation configuration.
- Act as liaison to DTMB Office of Enterprise Architecture and 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.
- Participate with the EA Core Team in the exchange of architectural best practices, the development and review of EA Roadmaps, and the review of EA Solution Assessments from across the enterprise.
- Configure workstation and server settings to meet security and performance standards.
- Apply configuration baselines through SCCM and Intune across all managed devices.
- Validate compliance and remediate configuration issues promptly.
- Maintain accurate documentation of configuration standards and changes.
- Coordinate with infrastructure teams to ensure consistent implementation.
- Monitor for drift in common configurations and enforce corrective actions to maintain configuration standards.

Duty 3

General Summary:

Percentage: 10

Perform additional duties as assigned.

Individual tasks related to the duty:

- Perform code library, middleware, services support as required.
- Ensure the installation, configuration, testing, and implementation of the applications follow the architecture guidelines.
- Ensure proper operation of the applications.
- 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.
- Deploy approved software packages and updates using SCCM and Intune.
- Ensure consistent application of workstation policies across all endpoints.
- Monitor deployment success and troubleshoot failures to minimize downtime.
- Maintain deployment schedules and track version compliance.
- Collaborate with application owners to validate software compatibility.
- Document deployment processes and maintain audit-ready records.

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:

- Defender design and configuration affecting agency development projects, development staff and applications users.
- Methodologies and tools used to develop application code, within DTMB standards, affecting agency development teams.
- The best approach to resolve technical and security-related issues and troubleshoot problems affecting all agencies.
- Plan, develop and administer application architecture design related policies and procedures, affecting agency development and technical support teams.

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

- Recommendations for application design that may have a direct impact on systems and agencies beyond the scope of responsibility.
- Requiring endorsement from managers of impacted applications beyond the scope of responsibility
- Recommendations impacting on budget and staffing needs, or significantly impacting project schedules.
- Decisions having strategic technical implications.
- Conflicts between technical directions or staff organizations and changes have significant impact to staff.
- Security considerations impacting the enterprise or requiring additional review by policy.

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.

- Typical office environment

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 for FIS, this position administers and architects the enterprise Microsoft Defender Suite to protect the State of Michigan's workstation and server environment, ensuring consistent security, compliance, and configuration across more than 55,000 devices. The role manages Defender policies and tenant configurations, applies and governs Attack Surface Reduction (ASR) rules, evaluates and implements security exceptions in coordination with Michigan Cybersecurity, and investigates alerts and security incidents. It also drives secure workstation and server configuration through SCCM and Intune, oversees software deployment and endpoint hardening, and ensures that Defender based protections integrate effectively with COTS applications, SaaS services, web services, and government systems. In addition, this position works collaboratively across application and infrastructure teams, aligning endpoint security practices with statewide standards for sustainability, usability, cost efficiency, and compliance while operating independently and collaborating with program managers and technology oversight groups.

Critical Job Role: Solutions Architect

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

Occasional overtime may be required.

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?

The Foundational Infrastructure Services (FIS) team provides and maintains many of the State of Michigan's core enterprise IT platforms, delivering essential services such as identity and access management, DNS and DHCP, workstation and server configuration, privileged access management, endpoint security, and Microsoft 365 tenant operations—services that support reliable, secure statewide computing for all SOM users. This position directly supports that mission by serving as the technical authority for the Microsoft Defender security ecosystem and related endpoint management tools, ensuring that SOM's 55,000+ workstations and its server infrastructure maintain a consistent and compliant security posture. By architecting, configuring, and tuning Defender policies; applying Attack Surface Reduction (ASR) rules; coordinating exceptions with cybersecurity teams; and integrating Defender protections with SCCM, Intune, Entra, and statewide infrastructure, the role strengthens FIS's ability to deliver secure, resilient, and well governed endpoint services. In doing so, this position ensures that endpoint and server security remains aligned with enterprise standards, operational needs, and statewide risk management objectives, making it a key contributor to FIS's overall function and mission.

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:

- A thorough knowledge of the various aspects of complex application development environments and practices, ability to use precedents in making decisions, capacity to communicate effectively with others, and maintain favorable public relations with clients.
- Considerable knowledge of application development environments and tools, ability to gather and analyze facts, define problems and recommend solutions, ability to conduct interviews, and establish and maintain effective relationships with system users, ability to communicate technical terminology at a level appropriate to the audience.
- A thorough knowledge of the various aspects of client agency.
- The ability to recommend technical solutions to business problems is essential.
- A thorough knowledge of business requirements, network-based application orchestration, control, audit, and enablement of system administration, database management, and application development.
- Advanced application development and integration techniques, using PowerBuilder, JAVA, JavaScript, .NET, HTML, XML, SQL, SOAP, REST, Microsoft VISIO, Microsoft Project, Microsoft Office (Word, Excel, Access, PowerPoint), relational database concepts, database concepts, telecommunication concepts, secure coding concepts, secure authorization concepts, web services.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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

3/25/2026

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