Position Code
1. INTCSPL4

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)** Office of the Chief Technology Officer (OCTO)
4. Civil Service Position Code Description Info Tech Specialist-4	**10. Division** Office of Enterprise Architecture (OEA)
5. Working Title (What the agency calls the position) ITS 15 – Enterprise Solution Design Architect	**11. Section** Solution Design Team (SDT)
6. Name and Position Code Description of Direct Supervisor RODGERS, ANTHONY; STATE DIVISION ADMINISTRATOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor MENOLD, REX; SENIOR MANAGEMENT EXECUTIVE	**13. Work Location (City and Address)/Hours of Work** State of Michigan Operations Center 7285 Parsons Drive, Dimondale, MI / 8:00 am – 5:00 pm M-F Or Approved Variation

14. General Summary of Function/Purpose of Position

The Enterprise Solution Design Architect is responsible for leading Agency Services solutions architects through the design and implementation of complex IT solutions within the state government environment, during facilitated SDT design sessions. This unique role requires a deep understanding of enterprise IT systems, frameworks, and emerging technologies, combined with the ability to modernize legacy systems, integrate new platforms, and ensure compliance with security and governance standards, such as NIST, FISMA, FedRAMP, or state-specific frameworks governing cybersecurity, privacy, and data protection. The role is responsible for aligning proposed IT solution designs with regulatory standards such as HIPAA, CJIS, or IRS Publication 1075 (if applicable), ensuring data security and privacy for sensitive government and citizen information.

As a core technical leader in the organization, the Enterprise Solution Design Architect plays a pivotal role in assessing business requirements and translating them into scalable, secure, and efficient IT solutions. The position also involves working closely with stakeholders across agencies to lead cross-functional design sessions, manage IT resources, and align project deliverables with organizational goals, including the department's Cloud Smart, DevSecOps, Human-Centered Design, and Zero Trust initiatives.

This PD covers one of two similar positions within the section. This position covers SDT sessions in the following categories:
• A-4 Methodology
• Application Design
• Compliance/Policy
• Process Improvement
• On-premiseS to cloud migrations

The position also provides backup for other positions with the same PD to maintain the SDT's capacity and service level for annual and sick leave, and when other duties are being performed.

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 State of Michigan (SOM) and its Agency IT systems and projects. Plan, develop and administer architectural design related policies and procedures. Lead collaborative solution design and architecture sessions.

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 the State of Michigan (SOM), across state agencies, DTMB Bureau of Strategic Policy and Enterprise Architecture and with multiple vendors.
• Develop strategic goals required to ensure that the overall architecture is in compliance 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 State of Michigan (SOM) 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, accuracy 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 State of Michigan (SOM) 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**

Leadership and Collaboration.

Individual tasks related to the duty:

• Lead design sessions, workshops, and technical discussions with stakeholders, including executives, business users, and technical teams.
• Develop comprehensive architectural designs and roadmaps to address business requirements.
• Create detailed technical documentation, including system integrations, data flows, and solution blueprints.
• Ensure alignment with enterprise architecture standards and compliance with regulatory requirements.
• Analyze existing systems and recommend enhancements, modernization strategies, and best practices for performance optimization.
• Oversee the implementation of technology solutions, ensuring they meet quality, performance, and security standards.
• Apply expertise in state government systems, including regulatory compliance, procurement processes, and legacy system transformation.
• Understand and navigate the unique challenges and opportunities within state government IT environments.
• Collaborate with vendors, contractors, and internal teams to ensure successful project delivery.

Duty 4

General Summary: **Percentage: 5**

Technical expertise and continuous improvement

Individual tasks related to the duty:

• Evaluate emerging technologies and provide strategic recommendations for adoption.
• Stay current with industry trends, tools, and best practices to drive innovation.
• Promote a culture of continuous learning and professional development within the organization.
• Provide guidance and mentorship to Agency Services solutions architects and development teams.

Duty 5

General Summary: **Percentage:**   5

Complete other duties or special projects as assigned.

Individual tasks related to the duty:

• Serve on cross functional teams as assigned.
• Complete special assignments.
• Perform other tasks/related work as assigned.
• Reports out on assigned work progress.

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.

Strategic decisions with a long-range impact, significant changes to policies, standards, and procedures, and work that is performed as part of a team and requires coordination with other team members, supervisors and/or other leaders within the department.
Supervisors and clients provide information on projects, scope, goals and objectives.

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.

Standard office environment with personal computer, keyboard, and mouse.
Majority of work is performed sitting at an ergonomic prepared workstation suitable for a personal computer or attending in standard conference room settings.
Some travel amongst other State office buildings may be required involving carrying of personal computer and some paperwork related to job.

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?

As an Enterprise Solutions Design Architect in the Office of Enterprise Architecture, this position is strategically responsible for the design and implementation of the SOM and its Agencies' 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 SOM enterprise; performs design reviews across the State of Michigan (SOM) and Agency Services 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 SOM and Agencies' architecture environment, and consults with application designers on how to implement enterprise architecture components and how to resolve issues.

Critical Job Role: Enterprise Solutions Architecture and Design

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.

Establishment

---

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

The Solution Design Team (SDT) is a cross-functional team of IT gurus. We create SOM enterprise architectural design solutions and support complex projects. We accomplish this by assembling a team of some of the best and brightest subject matter experts from DTMB to help solve particularly challenging or time sensitive project issues, so that project teams achieve their project goals & implement their solutions successfully.

This position works closely with developers, project managers, and other stakeholders to understand the requirements for each project and design pipelines that enable rapid, reliable, and automated delivery of software updates.

---

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:

Strategic thinking and problem-solving skills.
Strong leadership and team collaboration abilities.
Proven ability to manage multiple priorities and meet deadlines.
Familiarity with state government regulations, procurement policies, and IT governance.

CERTIFICATES, LICENSES, REGISTRATIONS:

Relevant certifications (e.g., AWS, Azure, or GCP Certified Solutions Architect) are highly desirable.

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   5/13/2025

| **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** |