

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. ITPRANE

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 MDE, CEPI, MDCR, MCSC, & MiLEAP
4. Civil Service Position Code Description Info Tech Prgmr Analyst-E	10. Division MDCR, MCSC, & MiLEAP/MDE & CEPI Infrastructure
5. Working Title (What the agency calls the position) Application Developer	11. Section MDCR, MCSC, & MiLEAP Application Support
6. Name and Position Code Description of Direct Supervisor SMITH, JENNIFFER L; INFO TECH MANAGER-3	12. Unit MCSC Development Unit
7. Name and Position Code Description of Second Level Supervisor ERHARDT, CHANTAL Z; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 525 W Allegan St, Lansing, MI 48933 / 8:00 am – 5:00 pm, Monday – Friday Hybrid

14. General Summary of Function/Purpose of Position

As an application developer, the employee performs a complete range of information system analyst assignments including, but not limited to, designing, developing, testing, and implementing computer systems and applications for Michigan Department of Civil Rights (MDCR), Michigan Civil Service Commission (MCSC) and Lifelong Education, Advancement, and Potential (MiLEAP) with primary support being provided for MCSC. This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems. This person will provide application support for existing applications and look for modernizing applications utilizing .Net

This position functions as an application developer, within a team of technology professionals. The developer is responsible for the design, development, testing, on-going enhancements and documentation of technical software solutions that support agency systems.

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

The position assists in the design, integration, implementation, maintenance and enhancement of web-based applications for the supported departments' use.

As a Web Application Developer, this position is responsible for Browser-based system or application-level analysis, design, development and maintenance responsibilities. Serve on a team 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 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 serve as Agency Services liaison to external consultants.

Individual tasks related to the duty:

- Participate in project review meetings and project workgroups.
- Design and document IT solutions that are State of Michigan standard technology.
- Works with DBA to maintain data dictionary.
- Create, update, and maintain systems and IT programs documentation, including system specs and flow diagrams.
- Develop software code based on design.
- Design solutions for specific application need.
- Code to DTMB Standards.
- Work with the business client/Business Analyst/tech leads to create test scenarios. Design and develop test plans, applications, or subsystems.
- Provide defect tracking log entry information.
- Test the system and associated design to ensure compliance with the business rules which govern the system.
- Maintain and upgrade systems as a result of tool/environment upgrades.
- Document identified problems and analyze to determine root cause and provide root cause analysis.
- Produces Local Change Board documents.
- Follow change management procedures and provide input to execute change management.
- Work with vendors who provide IT solutions.
- Represents DTMB as a technical resource at meetings.
- Performs assigned tasks for internal/external security and standards review and development.
- Identify potential impacts of changes.
- Research, test and recommend new development tools, languages, upgrades and equipment as directed by senior team members.

Duty 2

General Summary:

Percentage: 30

Change management, system testing and application standards.

Individual tasks related to the duty:

- Follow State and Agency standards, methodologies, policies and procedures when developing and maintaining applications.
- Ensure WCAG testing and remediation of application development.
- Validate the functional requirements of a system.
- Participate in system/component walk throughs.
- Adheres to Version Control and Change Management Procedures.
- Design scripts and coordinate application peer testing, load testing and system integration testing.
- Provide input to procedures and ensure proper change management for all requested fixes to production systems.
- Research and recommend new approaches for system testing and change management.

Duty 3

General Summary:

Percentage: 10

Other duties assigned by management.

Individual tasks related to the duty:

- Continuous training and monitoring of new technologies, methodologies, and trends to maintain and update technical skills.
- Support and help users to work with different client software.
- Perform other related assignments to support the Agency Services division.
- Maintains records, prepare reports and correspondence related to work including status reports.
- Research, test and recommend new development tools and languages.

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

This position will work under the guidance of a senior developer. Decisions that will be made by the incumbent will involve:

- Decisions involving the research of current system operations.
- Decisions in support of DTMB standards.

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

- When the decision results in a business process change.
- When the decision results in a change in direction or scope of current DTMB projects.
- When the decision impact matters that affect the budget.
- When the decision impacts action to be taken in the event of a major security problem.
- When the decision impacts the Agency's IT strategic direction.

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. Use of personal computer using keyboard and mouse to perform trouble shooting, create and edit technical materials, communications with staff and clients, and reports. A minimum effort may be required to walk or drive to other locations. Majority of work is performed sitting at an ergonomic prepared workstation suitable for a personal computer or attending meetings in standard conference room settings. This position is 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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

The essential duties of this position are to serve as an application developer for the Department of Civil Rights, (MDCR) the Michigan Civil Service Commission (MCSC) and Michigan Lifelong Education, Advancement, and Potential (MiLEAP), providing support for application maintenance, enhancements, integration and modernization needs. This position will handle application, testing, or developing work related to supporting the agency's business needs This position will oversee any changes made to the system and ensure that the design of new features and functions integrate with existing architecture.

Critical Job Role: Application Development

Competencies: Customer Focus, Technical and Professional Knowledge and Skills, Communication, Decision Making, Building Strategic Working Relationships, Planning and Organizing Work, Innovation and Initiating Action.

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 function of the work area is to provide application design, development and implementation services to the MDCR, MCSC & MiLEAP with primary support being provided for MCSC. This position as an application developer is an intricate part of this function and is directly involved in the definition, design, development and implementation of those systems. The function of this development and integration work area is to analyze user needs and provide appropriate IT software solutions. An employee in this position will, based on the results of this analysis, assist in locating appropriate software packages or developing applications to meet these needs, and will then aid in the conversion and implementation of the new software. They will keep the users informed of new technical and application development pertaining to the client's applications or business.

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 9

No specific amount or type is required.

Information Technology Programmer/Analyst P11

No specific type or amount is required.

Alternate Education and Experience

Information Technology Programmer/Analyst 9

Educational level typically acquired through the completion of high school and two years of experience as an application programmer, computer operator, IT Technician, or two years (4,160 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Required:

- Experience in analysis, design, programming, testing, implementing and supporting web-based applications and/or client/server applications.
- Experience with object-oriented design techniques and programming languages.
- Experience with Microsoft .NET technologies.
- Experience with developing systems with relational databases specifically Microsoft SQL Server 2016 and higher.
- Experience writing Structured Query Language (SQL) and stored procedures.
- Experience with systems development methodology utilized in the development of new systems and enhancements.
- Experience with analysis and requirements gathering.
- Experience with Microsoft Azure DevOps.
- Knowledge of Software Development Lifecycle (SDLC)
- Ability to prepare detailed written instructions and documentation.
- Effective oral and writing skills.
- Time management skills.

Highly Desirable:

- MS Power Platform, specifically Power Automate, Power Pages and Power BI
- Continuous Integration/Continuous Delivery (CI/CD) Pipelines
- Experience of current WCAG standards testing and remediation.
- Knowledge of Angular.
- Experience with development of test plans and components, and conducting unit, system and user acceptance testing.

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

Appointing Authority

8/4/2026

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