

State of Michigan
Civil Service Commission

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

Position Code

1. ITPRANAK07N

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 PRGMR ANALYST-A	10. Division Infrastructure and Operations (IO)
5. Working Title (What the agency calls the position) Information Technology Programmer Analyst P12	11. Section Core Infrastructure Services (CIS)
6. Name and Position Code Description of Direct Supervisor JOZWIAK, DANIEL J; INFO TECH MANAGER-3	12. Unit Disaster Recovery
7. Name and Position Code Description of Second Level Supervisor CATERINO, MATTHEW L; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 515 WESTSHIRE DR; LANSING, MI 48917 / 8:00am-5:00pm; Monday-Friday or variation

14. General Summary of Function/Purpose of Position

This position is a recognized resource for the State of Michigan Continuity Management Solution (MiCMS) tool, including managing the health for the database, communication component, storage and security of the MiCMS tool. This application is a 3rd party software that is used by all State Agencies for Business Continuity and Disaster Recovery plan development. This position will be required to maintain healthy and effective relationships with system users and conduct correspondence related to work. The position is required to maintain healthy and effective relationships with system users and conduct correspondence related to work. The position is responsible for all State Departments' Disaster Recovery and Business Resumption stakeholders in their use of the application and will interface the MiCMS tool. Addition to this position main responsibilities they will also work with customers to help them with Recovery Time Objective Gap analysis and Disaster Recovery Related projects as assigned by the manager.

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: 55**

Develops and implements databases, communication systems, storage area networks, security and applications for the MiCMS tool on behalf of the State of Michigan. Creates, reviews, updates, and maintains processes, procedures, and documentation for Disaster Recovery section.

Individual tasks related to the duty:

- Audits and distributes documents for the general design of solutions that meet system and security requirements in accordance with Michigan Cyber Security (MCS), including the selection of alternative approaches.
- Implements and monitors information technology quality assurance standards. Coordinates the changes of standards with the appropriate audience.
- Develops and audits guidelines and upgrade techniques of new operational procedures for the support of the MiCMS tools and associated tools.
- Assess criticality levels and provide expert advice for business application based and establish criteria to insure ITIL based best practices are utilized for Data Center Services through the MiCMS tool and the CMDB.
- Process DTMB-0208 forms, build automated interfaces to DR data and the MiCMS tool for the integration of this information.
- Access CMDB data for compliance with MiCMS tool and make recommendations for change, or process updates to the database application software.
- Assist in the update and distribution of DTMB's Red Card if/when needed.

Duty 2

General Summary: **Percentage: 25**

Provides advisory for all Disaster Recovery and Business Continuity services to the agency. Develop agency Impact Assessment Documents (Impact Analysis Summary) and deliver to business owners and stakeholders.

Individual tasks related to the duty:

- Services as expert and lead liaison to agencies, business owners and stakeholders for all BCP and DR related services. If requested, assist with review of SLA's for agency business functions to assist with aligning recovery times.
- Oversees the process and methodologies of the impact analysis summary framework. Document and coordinates any necessary enhancements.
- Compile and analyze data for accuracy and completeness, and develop deliverable Impact Analysis Summary (IAS) documents and present to agency Directors, Business Relationship Managers, and General Managers as necessary.
- Develop document using the following:
 - Data Collection Templates
 - Agency Assessment
 - Technical Assessment
 - Application Survey
 - Risk Assessment Documentation
- Collect, analyze and organize Critical Application Data to assist agencies in determining Recovery Time Objectives (RTO) and Recovery Point Objective (RPO)
- Recovery Time Objective (RTO)/Recovery Point Objective (RPO) Templates
- Maintain records and prepare reports and correspondence related to the work

Duty 3

General Summary: **Percentage: 15**

Work with customers to make sure the MiCMS tool is maintained and meets the customer's needs and works with customers to develop reports that fit the customer's mission essential functions.

Individual tasks related to the duty:

- Work with customers to identify mission essential functions.
- Work with customers to identify reporting needs.
- Develop customer reports.
- Maintain central repository for customer reports.

Duty 4

General Summary: **Percentage: 5**

Projects

Individual tasks related to the duty:

- Projects as needed and assigned by manager.

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

Independent decisions may be made where guidelines or instructions are not available, provide they support state and departmental values.

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

The supervisor must approve any deviation from established policies.

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.

The position is assigned to an office environment in a single location. The majority of work is performed sitting at an ergonomically prepared workstation suitable for a personal computer user. A minimum effort may be required to walk or drive to other work locations.

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

All duties are essential.

Critical Joe Role: Agency Security & Business Continuity Liaison

Competencies: Building Strategic Working Relationships, Tech/Prof Knowledge & Skills, Decision Making, Customer Focus, and Communications.

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

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

The work area is responsible for developing, implementing, and maintaining the statewide information technology disaster recovery process and business resumption plans.

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:

Possess the technical knowledge and understanding of the structure and operation of applications interoperability and communication within a larger enterprise system infrastructure. Has demonstrated the ability to express this knowledge in written and verbal presentations that include detailed diagrams and definitions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- ITIL Foundations certification preferred.
- Duties may involve use of a vehicle.
- FTINPRINT sub-class code. The position has access to Federal Tax Information (FTI).
- TSSECPOS Subclass code – Due to having access to Michigan Department of State position requires the incumbent be a United States citizens and pass a thorough Secretary of State background investigation in accordance with the Public Act 7 of 2008, Public Act 23 of 2008, and the Memorandum of Agreement between the State of Michigan and the Department of Homeland Security.
- The selected candidate must complete the Michigan State Police background check. This extensive background check requires fingerprinting for state and federal criminal background records. The background check search will include, but is not limited to, arrests, criminal charges, criminal convictions, and any information regarding contact with a criminal justice agency. The selected candidate must complete the Criminal History Background Check Agreement (DTMB-0223) prior to the Michigan State Police background check.

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.

STACI ERICKSON

5/1/2026

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

