

**State of Michigan
Civil Service Commission**

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

Position Code

1. ITPRANA

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) Chief Technology Office
4. Civil Service Position Code Description Info Tech Prgmr Analyst-A	10. Division Clud and Infrastructure Delivery (CID)
5. Working Title (What the agency calls the position) Cloud Implementation Team Lead	11. Section CID - Cloud Services
6. Name and Position Code Description of Direct Supervisor POCAN, SCOTT R; INFO TECH MANAGER-3	12. Unit CID - Cloud Services - Cloud Implementation
7. Name and Position Code Description of Second Level Supervisor HOWARD, MARSHALL Y; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7285 Parsons Drive, Dimondale, MI 48821 / Monday - Friday; 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This positions functions as a senior business analyst and completes a range of information system analyst assignments including but not limited to, eliciting, analyzing, communicating and validating business and technical requirements for DTMB-OCTO and their clients. This position provides cloud service implementation support for the Cloud Services Team. Serves as a Scrum/Agile practitioner utilizing Azure Dev Ops, Helix, and other tools sets to support processing client requests. Also responsible for participating in process development, improvement and documentation in the Cloud Services area for intake and delivery of services.

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

The primary duty of this position is to act as a liaison among technical and business stakeholders to elicit, analyze, communicate, and validate requirements for changes to information systems, business processes, and policies, as applicable. Collaborating with both the Information Technology (IT) project teams and business clients, this position collects, clarifies, and translates business requirements into design documentation, from which applications and solutions are developed under Cloud Architect guidance.

Individual tasks related to the duty:

- Ensure project alignment with DTMB Strategic Plans.
- Act as a liaison between technical teams and business stakeholders to elicit, analyze, and document requirements for IT cloud solutions.
- Facilitate requirement-gathering sessions and translate business needs into technical specifications.
- Provide content approval and validate estimates for the entire schedule of the project for the Project Manager to ensure compliance with the SUITE Project Management Methodology (PMM) and the Systems Engineering Methodology (SEM).
- Participate in/facilitate requirements gathering meetings and efforts with clients to gather requirements (traditional waterfall and agile) for all IT solutions and to identify impacted business processes and determine best process and IT solution integration. Produce technical specifications.
- Lead artifact reviews with peers, system specialists, Enterprise Security and other DTMB entities to ensure IT solutions and applications adhere to DTMB and agency policies, standards or guidelines.
- Participate in Solutions Design Team meetings as needed for requirements gathering purposes.
- Ensure proper change management for all requested changes to system designs and system architecture standards are documented.
- Validate and finalize Local Change Board and Enterprise Change Board documents. Creates, reviews and conducts impact analysis of RFC activities.
- Serve as a liaison between DTMB and the client concerning application requests, standards, and other program and project matters.
- Actively participate in the development and implementation of assigned client agency's IT strategic direction/plan.
- Develop and maintain an effective communication plan with DTMB, vendors and agency staff relating to project level metrics.

Duty 2

General Summary:

Percentage: 30

This position serves as a Scrum/Agile practitioner responsible for guiding teams in adopting and applying Agile principles and practices to deliver high-quality products efficiently. Works to remove impediments serving as a communications bridge between engineering teams and stakeholders, facilitating clear communication and alignment with DTMB standards.

Individual tasks related to the duty:

- Serve as primary Scrum master/Agile practitioner following a DevSecOps model to align projects to Cloud Services and DTMB strategic goals.
- Facilitate daily stand-up meetings, sprint planning, sprint reviews, and retrospectives.
- Work closely with Cloud Architect to document complex IT solutions utilizing standard technologies and cloud platforms.
- Create, curate, and close story and task boards for agency projects, internal cloud architecture work, and cloud platform leveraging work.
- Generally, perform tasks related to a DevSecOps model.
- Assist in developing strategic IT plans, cloud roadmaps, and technology adoption strategies.
- Create new templates, processes, and standards for department-wide use.
- Leads assigned task forces, special committees, and/or research groups as assigned.
- Document Cloud IT solutions that utilize State of Michigan standard technology.

Duty 3

General Summary:

Percentage: 10

The secondary duty of this position is to drive continuous improvement efforts for the Cloud Services group. Utilizing Agile methodologies, it will collaborate with team members to identify opportunities to enhance team performance, refine processes, and improve workflows.

Individual tasks related to the duty:

- Conduct analysis to inform improvements of performance monitoring, cost optimization, and resource scaling of cloud systems.
- Encourage teams to retrospectively review their performance and implement actionable improvements.
- Evaluate and refine Agile processes to enhance the team's productivity and product delivery.
- Evaluate impact of new development tools, languages, upgrades and equipment on agency systems and make recommendation to DTMB and/or agency clients.
- Monitors long term IT solution traits and break fix patterns and recommends IT solutions to alleviate persistent problems.
- Research and recommend emerging IT and cloud technologies to enhance operational efficiency.
- Evaluate and inform DTMB management and supported client agency of impact and risks to existing IT solutions due to proposed legislation, enhancement requests, changes in governmental processes or procedures.
- Participate in / lead training sessions, create documentation, and support knowledge sharing across teams.
- Assist in development of training content and facilitate training as needed in support of knowledge sharing across teams.
- Assist with onboarding and offboarding of staff to Cloud Services group, IE facilitate new staff getting access to resources, tooling, and knowledge they need to perform their duties.
- Train relevant staff on improved work flows, processes, and technologies.

Security, Compliance, and Governance

- Coordinate security resources to ensure proper system design based on DTMB and Agency security requirements and standards.
- Takes lead role in audit investigation, security reviews and risk assessment document creation.
- Assist with disaster recovery planning and implementation.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

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

This position has independence for decision making with regards to the task assignment within the unit team they are assigned too. These decisions have to be coordinate with the overall project and delivery timeliness for CID Cloud Services section.

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

Supervisory approval is required when decisions impact the overall timeline of a project or a deliverable, may exceed an establish SLA, a financial change, a cusotmer prioritization, or staff availability.

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.

Minimal physical effort, standard 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"/> 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?

This position functions as a business analyst and completes a range of information system analyst assignments including but not limited to, eliciting, analyzing, communicating and validating business and technical requirements for DTMB-OCTO and their clients. This position provides cloud service implementation support for the Cloud Services Team. Serves as a Scrum/Agile practitioner utilizing Azure Dev Ops, Helix, and other tools sets to support processing client requests. Also responsible for participating in process development, improvement and documentation in the Cloud Services area for intake and delivery of services.

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

New position

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

CID-Cloud Services provides a wide variety of application infrastructure services to all State Departments and Agencies. This position will create and coordinate tasks in the development tools for the resources in the Cloud Implementation unit. The Cloud Implementation Team lead translates business requirements into technical tasks, coordinating task completion, communicating with internal resources and DTMB partners. This individual develops and implements innovative approaches to the management of tasks and delivery of services using best practice methodology.

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:
 - code development tools.
 - project manager methodologies.
 - application development environments and related tools.
- Ability to:
 - communicate effectively, verbally and written.
 - establish priorities.
 - establish goals and plans.
 - prepare detailed written instructions and documentation.
 - analyze instructions and data.
 - convert specifications to computer language.
 - gather and analyze facts, define problems, and devise solutions.
 - plan and develop basic and detailed mechanical and clerical procedures for use in data processing systems.
 - effectively make oral and written reports and presentations and prepare clear and concise graphs and charts.
 - conduct interviews and establish and maintain effective relationships with systems users.
 - maintain records, prepare reports, and conduct correspondence related to the work.
 - communicate technical terminology at a level appropriate to the audience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Duties may involve the use of a 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.

STACI ERICKSON

4/28/2025

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