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)** Chief Technology Office
4. Civil Service Position Code Description Info Tech Prgmr Analyst-E	**10. Division** Clud and Infrastracture Delivery (CID)
5. Working Title (What the agency calls the position) IT Business Analyst	**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

As an IT Business Analyst, 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 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:**   **60**

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:

- Assist with the selection of the IT strategies, policies, programs and procedures for achieving the objectives and goals of the development needs.
- Serve as an IT resource to the Project Manager and liaison to the PMO to resolve project issues.
- Provide IT research and input for the development of Statements of Work (SOW) and Requests for Proposals (RFP)
- Research and provide input in the creation of IT project plans.
- Work with division clients to gather and organize process requirements for IT solutions.
- Document program specifications for IT solutions and applications.
- Participates in the development of IT Call for Projects documentation including enterprise impact analysis, cost/benefit analysis, analysis of alignment with agency and IT strategic direction, risk analysis, and prioritization ranking, etc.
- Design application to meet security standards.
- Design and document IT solutions that are State of Michigan standard technology.
- Draft Local Change Board documents.
- Develop training content.
- Design, develop, and implement test plans for applications or subsystems. Obtains client sign off on test plans after client concurs with test plan results.
- Create test data, test scenarios, and execute approved tests to determine the accuracy of program logic to produce desired results.
- Provide defect tracking log entry information.
- Document implementation plan. Implements IT solutions.
- Maintain and upgrade systems as a result of approved development tool upgrade.
- Monitors applications during peak production times.
- Assists in creation/modification of project management documents by applying DTMB project management methodology to IT solutions that support the client agency(s).
- Represents DTMB as an IT resource at meetings.
- Assists with effective implementation of communication plan between DTMB and the agency by providing reports and data.
- Performs tasks for internal/external security and standards review
- Evaluate/recommend equipment & software to purchase for client agency use.
- Represents DTMB and client agency to resolve IT issues.
- Troubleshoot, identify impacts to business processes, and resolve issues.
- Agrees to follow all policy, standards and procedures of DTMB.
- Ensure project alignment with DTMB Strategic Plans.
- 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.
- Ensure proper change management for all requested changes to system designs and system architecture standards are documented.

Duty 2

General Summary: **Percentage:**   **30**

Scrum/Agile practitioner responsible for guiding teams in adopting and applying Agile principles and practices to deliver high-quality products efficiently. It will work 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 Scrum/Agile practitioner following a DevSecOps model to align projects to Cloud Services and DTMB strategic goals.
- Document Cloud IT solutions that utilize State of Michigan standard technology.
- Participates in daily stand-up meetings, sprint planning, sprint reviews, and retrospectives.
- Work closely with Cloud team 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.
- Participate in assigned task forces, special committees, and/or research groups as assigned.

Duty 3

General Summary: **Percentage:**   **5**

Assist with continuous improvement efforts for the Cloud Services group.

Individual tasks related to the duty:

- Conduct analysis of performance monitoring, cost optimization, and resource scaling of cloud systems.
- Participate 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.
- Provide feedback to Cloud process team of daily activities and assist with evaluation of current process and customer engagements.
- Implement improvements to Cloud team processes

Duty 4

General Summary: **Percentage:**   **5**

Other duties as assigned.

Individual tasks related to the duty:

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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.

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):

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 IT Business Analyst, 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 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.

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 Analyst translates business requirements into technical tasks, coordinating task completion, communicating with internal resources and DTMB partners. This individual implements innovative approaches to the management of tasks and delivery of services with guidance of SOM process teams.

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:

- Knowledge of:
  - code development tools.
  - project manager methodologies.
  - application developmnet environments and related tools.
- Abilty to:
  - comunciate effectively, verbally and written.
  - establihs 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.
  - effectvely make oral and written reports and presentations and prepare clear and concise graphs and charts.
  - conduct interviews and establihs and maintain effective relationships with systems users.
  - maintain records, prepare reports, and conduct correspondence related to the work.
  - communicate technial terminology at a level appropriate to the audience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Duties may involve the use of a vehicle.
- Employee must meet all security requirements established by various data centers and DTMB.
- Employee will be subject to a background investigation as well as pre-employment drug testing.

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   11/19/2025

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**