

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TECH, MGMT AND BUDGET - IT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of the Chief Technology Officer
<b>4. Civil Service Position Code Description</b> Info Tech Prgmr Analyst-E	<b>10. Division</b> Business Operations Support Services
<b>5. Working Title (What the agency calls the position)</b> System Security IT System Compliance Analyst	<b>11. Section</b> System Security, Risk & Compliance
<b>6. Name and Position Code Description of Direct Supervisor</b> DYKSTRA, GREG S; INFO TECH MANAGER-3	<b>12. Unit</b> System Security Team
<b>7. Name and Position Code Description of Second Level Supervisor</b> ORTIZ, KARA R; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 515 Westshire, Lansing, MI 48917 / Monday - Friday; 8:00 am to 5:00 pm
<b>14. General Summary of Function/Purpose of Position</b> This IT Compliance Analyst supports system security compliance within DTMB's Office of the Chief Technology Officer by assisting with routine tasks such as reviewing and documenting security requirements, participating in basic compliance checks, and helping ensure State of Michigan enterprise systems meet required standards. The role gathers information, updates records, supports senior staff in identifying potential risks, and contributes to activities like business impact assessments and disaster recovery planning. The position also helps track compliance needs related to regulatory or system changes and assists system security liaison staff in resolving basic security or compliance issues and implementing recommended improvements.	

**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: 80**

The primary duty of the System Security IT Compliance Analyst is to analyze, communicate, validate, and assist with maintaining security accreditation compliance pursuant to the Michigan Security Accreditation process for all OCTO enterprise systems and applications. This position will assist with ensuring system security plans comply with business processes, procedures and departmental policy as applicable to the IT enterprise. This position collaborates with Information Technology (IT) project teams, IT stakeholders and business clients. This position collects, clarifies, and translates system functionality and business requirements into technical documentation from which system and application security controls are developed. This position supports security accreditation processes and helps support enterprise systems and applications achieving valid Authority to Operate (ATO) status.

**Individual tasks related to the duty:**

- Assist with verifying alignment by performing checklist-based reviews and documenting findings in the GRC tool under the guidance of senior analysts.
- Collect inputs and draft sections of the SSP in the GRC work area using templates, coordinate stakeholder reviews and track action items.
- Perform initial artifact checks against established checklists; log results and route issues to peers/ASO/ISOs.
- Attend SDT meetings, capture notes, and verify metadata (versions, owners, dates); prepare evidence packages for senior validation.
- Prepare data classification worksheets and run standard classification routines, draft risk categorizations for review.
- Support post-implementation checks (e.g., control spot-checks, evidence collection) and summarize observations.
- Document solution designs produced by architects/ITPA 11 using DTMB templates; maintain solution repositories.
- Create/update change records (RFCs), attach evidence, and track approvals in the tool; verify completeness against checklists.
- Compile documentation packages, check for completeness, and submit for review to ASO/ITPA 11
- Draft impact analysis summaries using standard templates and collect supporting metrics, route for senior analysis.
- Create/update RFCs and ensure required fields/evidence are attached, coordinate stakeholder reviews.
- Collaborates with team members to identify and analyze long-term IT security patterns, contributing insights that support the development of solutions to address persistent enterprise risk and non-compliance.
- Collect DR evidence (plans, test results), check required elements, and log findings for senior review.
- Summarize proposed changes and map them to known controls/policies; prepare briefings.
- Document and diagram Solutions Architect designed security solutions; maintain control traceability matrices.
- Complies with audit separation of duty requirement.
- Record data element requirements using provided templates; validate with stakeholders.
- Contribute to solution documentation and perform control mapping under guidance.
- Reference strategic plan checkpoints in documents and flag misalignments to senior staff.
- Participates in project review meetings and project workgroups.
- Creates, updates, and maintains systems and IT programs documentation, including system specs and flow diagrams consistent with section and department record retention policies and procedures.
- Collect test evidence and cross-check against business rule checklists, log gaps.
- Maintain and update system documentation and information due to change notices, compliance reviews, and/or risk assessments within the governance risk and compliance system of record.
- Record security problems and draft initial root-cause notes using templates; escalate for formal risk analysis.
- Follow change management procedures and provide input to execute change management.
- Attend meetings as a supporting technical note-taker, present prepared materials under supervision.
- Performs assigned tasks for internal/external security and standards review and development.

**Duty 2**

**General Summary:**

**Percentage: 15**

Assists with artifact collection, maintenance and submission during Internal Control Evaluation (ICE) compliance assessments for enterprise applications, providing technical assistance and guidance to Information System Owners (ISOs) throughout the ICE review cycle. This position will support business processes relating to enterprise IT applications and systems are compliant with the Financial Management Guide (FMG) Part VII Internal Controls.

**Individual tasks related to the duty:**

- Facilitate the documentation, maintenance and review of enterprise system and application controls compliance.
- Perform evidence artifact collection and provide direction for the completion of required templates and documentation to support the completion of ICE activities.
- Review and support applying FMG requirements to all applicable systems and applications designated as ICE.
- Coordinate and support efforts for OCTO.
- Report to DTMB Management on corrective action plan status for ICE material weaknesses found.
- Monitor status of System Security Plans with ICE requirements to ensure timely security accreditation and compliance.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Assist with:
  - SharePoint Development
  - Regulatory Compliance Audits (IRS, PCI, CMS, etc.) as necessary.
  - the generation of PowerBI Dashboards and Reports

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

This position assists with decisions regarding system security solutions and resolutions to ensure enterprise systems meet security accreditation requirements.

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

This position operates with supervision. Decisions that are politically sensitive in nature, have a major budget or financial implication and have strategic technical implications require management involvement.

**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.**

This position works within a complex work area with high visibility and impact. Use of computer using keyboard and mouse to perform trouble shooting, create and edit technical materials, communications with staff and clients, and reports. Majority of work is performed sitting at a 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):**

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

This IT Compliance Analyst supports system security compliance within DTMB's Office of the Chief Technology Officer by assisting with routine tasks such as reviewing and documenting security requirements, participating in basic compliance checks, and helping ensure State of Michigan enterprise systems meet required standards. The role gathers information, updates records, supports senior staff in identifying potential risks, and contributes to activities like business impact assessments and disaster recovery planning. The position also helps track compliance needs related to regulatory or system changes and assists system security liaison staff in resolving basic security or compliance issues and implementing recommended improvements.

**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 System Security, Risk and Compliance section is responsible for the integration and standardization of system security, risk assessment and IT compliance processes across the Office of the Chief Technology Officer (OCTO). The section provides comprehensive and uniform system security and compliance services to all organizational areas across OCTO and serves as OCTO's central point of contact. This position is a recognized resource for enterprise system security plan development, a service with both system security and compliance focus.

**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:**

- Significant experience and skill in support and administration of Windows Server operating systems.
- Ability to:
  - communicate well, both verbally and in writing.
  - work as a team member, ability to be a self-starter.
- Knowledge of:
  - concepts of computer systems and security controls.
  - network hardware, software structure and support.
  - common operating systems and applications.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Duties may involve 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

4/9/2026

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