Position Code
1. STDDADM1G59N

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 STATE ADMINISTRATIVE MANAGER-1	**10. Division** Enterprise Architecture
5. Working Title (What the agency calls the position) State Administrative Manager 15	**11. Section**
6. Name and Position Code Description of Direct Supervisor RODGERS, ANTHONY; STATE DIVISION ADMINISTRATOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor FROST, JASON W; SENIOR MANAGEMENT EXECUTIVE	**13. Work Location (City and Address)/Hours of Work** Cass Bldg., Lansing / Mon – Fri – 8 – 5 Hours may vary to assure service

14. General Summary of Function/Purpose of Position

This highly strategic position will assist the division director in administering the delivery and governance of the State of Michigan Enterprise Architecture through a discipline of processes, standards and policies. Participating in the leadership team of the division, the primary responsibility of this position is to manage the resources necessary to support activities related to the development of Enterprise Architecture for the State of Michigan. This position is responsible for directing project and infrastructure teams to address interim technology needs and long-term technology strategies as part of an enterprise architecture program. This position will manage the resources necessary to support these efforts through architecture governance, leading and facilitating large matrixed teams, documenting architecture, processes, standards and technology research. Additionally, this position provides personnel management to all personnel assigned to the division and includes staff selection, duty assignments, individual training, and performance reviews. This individual requires the ability to work effectively in a cross-department, team atmosphere with an emphasis on customer service and the delivery of on-time, on budget IT projects that meet customer specifications. Acts as project lead and resource for projects deemed to be strategic to the State of Michigan. During the course of these efforts the individual will leverage resources and work products from other areas of DTMB to maximize efficiencies throughout the project life cycle. This individual will be expected to look beyond pure technical factors and also take into account business requirements, current trends and overall cost to the organization in setting and managing the Strategic IT direction for the State of Michigan.

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:**   **25**

Manages and directs the efforts of the EA Core Team members assigned as a cross functional team to the Enterprise Architecture Division. This team currently has 32 participating members.

Individual tasks related to the duty:

- Allocates staff resources so that units and functions are properly staffed and to assure that adequate staff resources are available to carry out projects and address problems.
- Monitors staff resources and develop recommendations for increases or reductions in staffing.
- Establishes priorities for staff and assures priorities are adhered to. Selects, trains, and develops subordinate staff to provide effective customer services.
- Determines training requirements of staff and develops justifications and plans for providing the necessary training.
- Schedule and create agenda for regular EA Core Team meetings.
- Solicit and develop training opportunities for team members.
- Establish, maintain and monitors consulting service contracts.
- Manage contractual consultants.

Duty 2

General Summary: **Percentage:**   **25**

Schedule and Conduct Enterprise Architecture Workshops

Individual tasks related to the duty:

- Schedule Workshops based on type of request in order to assist Agencies work through technology decisions and issues
- Conduct and lead workshops with participation from all areas of DTMB to successful resolutions using technical ability as well as management experience

Duty 3

General Summary: **Percentage:**   **25**

Oversee the Enterprise Administrator function

Individual tasks related to the duty:

- Oversee the Enterprise Architecture Solution Assessment process
- Oversee the proper recording and posting of approved assessments for reference and historical archival
- Identify organizational (skills, processes, structures, and culture) and financial impact of the enterprise technical architecture on the enterprise as a whole.
- Oversees the documentation of all technical architecture design and analysis work.
- Oversee enterprise technical architecture implementation and ongoing refinement activities
- Lead the development and execution of a communication (including education) plan for the enterprise architecture and enterprise technical architecture specifically.
- Lead the analysis of business change drivers to determine business, information, solution, and information technology requirements.

Duty 4

General Summary: **Percentage:**   **15**

Lead and/or participate as SME's in strategic IT projects critical to the State of Michigan

Individual tasks related to the duty:

- Develop plans, budget recommendations for capital outlay, strategic IT projects, services, equipment and materials.
- Establish project teams and act as project sponsor with matrixed personnel to pilot new technologies and concepts for the department.
- Establish, maintain and monitors consulting service contracts, PM's.
- Develop and maintain methods to distribute information to other sections within DTMB.
- Review department strategic plans as provided.

Duty 5

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

• Develop and maintain Enterprise Architecture Systems and management reporting methodologies.

Individual tasks related to the duty:

- Provide management with status of current projects.
- Assist the Director with the development of EA policies, procedures and standards for the Division
- Insures that standards and policies are implemented and enforced.
- Insures that policies and standards are effectively communicated to other areas of DTMB that may be affected
- Continue to refine the process by which all of our technical solutions are stored catalogued searched and reported on.

Duty 6

General Summary: **Percentage: 5**

Maintain technical proficiency and other duties as assigned

Individual tasks related to the duty:

- Duties as outlined by the Director of the Division of Enterprise Architecture.
- Maintain current knowledge of IT technology and trends by reading IT periodicals, attending briefings, demos and conferences.
- Interact with key technology vendors to understand their product functionality and impact to our technical architecture needs.
- Reviews Information Technology trade magazines, email publications, and other sources of technical information.
- Reviews "white papers" prepared by IT Research Vendors under contract and OPR Research Division.
- Attends conferences and seminars.

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

This position will have decision-making responsibility with regards to the State of Michigan's established Enterprise Architecture direction. Decisions to recommend the approval or deny approval of a technical architecture or the use of technical components in the design of a solution. Alternative designs may be required depending on whether technology plans must be revised to comply with statewide policies, procedures and standards.

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

Supervisory approval is required when decisions have a policy or major financial impact.

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 individual will need to sit and utilize a computer keyboard and eye contact with the computer display for long periods of time each day. Physical effort may include lifting heavy boxes up to 75 lbs., like computer equipment.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
VACANT	DEPARTMENTAL ANALYST-E	VACANT	INFO TECH SPECIALIST-4
VACANT	INFO TECH SPECIALIST-4	VACANT	INFO TECH SPECIALIST-4
WEBER, BROCK A	INFO TECH PRGMR ANALYST-E P11	VACANT	INFO TECH STUDENT ASSISTANT

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

Must be able to plan, organize, direct, and control the work activities of the division.

Critical Job Role: Focus on major projects, strategic direction, technical and business leadership, major initiatives, or processes that ultimately determine the achievement of organizational goals.
Competencies: Adaptability, Decision Making, Building Trust, Communication, Decision Making, Innovation and Strategic Planning

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

Requesting to update PD as the PD on file is from 2006.

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

EA is focused on delivering value to citizens, this means using technology to ensure that the State agencies' employees and partners have the information and tools they need to deliver services in the most cost-effective and sustainable manner. EA, at its core, provides the tools and processes to translate these needs into technology solutions as efficiently and effectively as possible. EA defines and documents the processes used to maintain Michigan's present computing system. And it defines Michigan's future technology direction by continuously evaluating emerging trends, adopting new solutions where viable. In all of this, EA's focus is fixed on how technology can help the State's agencies serve our citizens.

The role of this position is critical to the success of Enterprise Architecture's mission. Without the ability to have experienced managers in this role we cannot attract the expertise needed to be successful in our goals.

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26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

State Administrative Manager 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15
Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting. Extensive knowledge of current literature in the field. Ability to analyze and appraise facts and precedents in making administrative decisions. Thorough knowledge of staffing requirements as to type, number, and training necessary for the accomplishment of program goals. Ability to communicate effectively, both verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee in this position must meet all security requirements established by the various departmental data centers and the Department of Information Technology. Employee will be subject to background investigations.

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   1/15/2026

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**