Position Code
1. STDDADM1

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 State Administrative Manager-1	**10. Division** Office of Enterprise Architecture (OEA)
5. Working Title (What the agency calls the position) State Administrative Manager 15	**11. Section** Solution Design Team (SDT)
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 MENOLD, REX; SENIOR MANAGEMENT EXECUTIVE	**13. Work Location (City and Address)/Hours of Work** Hybrid: Work from home and Operations Center, 7285 Parsons Drive, Dimondale, MI 48821 / Monday - Friday; 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

The Manager of the Solution Design Team (SDT) serves as a dual-role leader, combining technical management with product ownership responsibilities for SDT products and services. This position is responsible for supervising a team of highly skilled IT professionals, ensuring the delivery of innovative and citizen-focused IT solutions while aligning with state policies, regulations, and strategic goals. As the product owner, this role defines the vision and strategy for the assigned product and oversees its development lifecycle to ensure maximum value delivery to stakeholders.

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:**   **35**

Team leadership

Individual tasks related to the duty:

- Supervise, mentor, and provide guidance to a team of senior solution architects and full-stack developers.
- Set team objectives, manage workloads, and ensure adherence to project deadlines.
- Foster a culture of innovation, collaboration, and continuous improvement.
- Conduct performance reviews, provide constructive feedback, and develop professional growth plans for team members.

Duty 2

General Summary: **Percentage:**   **35**

Product ownership

Individual tasks related to the duty:

- Define and communicate the vision, goals, and roadmap for SDT products and services.
- Engage with stakeholders, including agency leadership and end-users, to gather and prioritize requirements.
- Manage the product backlog, ensuring that it is well-organized and aligned with strategic priorities.
- Oversee the design, development, and delivery of features and functionality that meet stakeholder needs and adhere to compliance requirements.

Duty 3

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

Technical oversight

Individual tasks related to the duty:

- Provide architectural guidance and technical leadership in the design and development of IT solutions.
- Ensure solutions are scalable, secure, and aligned with state enterprise architecture standards.
- Promote the adoption of modern development tools and practices, including Agile methodologies, DevSecOps, and cloud technologies.
- Lead efforts to modernize legacy systems and integrate new technologies to enhance efficiency and service delivery.

Duty 4

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

Project and stakeholder management

Individual tasks related to the duty:

- Develop and manage project plans, timelines, and budgets in collaboration with cross-functional teams.
- Communicate project progress, risks, and milestones to stakeholders, ensuring transparency and accountability.
- Coordinate with other state agencies, IT divisions, and external vendors to align efforts and optimize resource use.

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 when guidelines or instructions are not available, provided they support state and departmental values.
- Provides technical leadership to project teams and serves as a supervisor to junior staff members.
- May oversee contractors or consultants as needed.

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

The supervisor must approve any deviation from established policy.

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 at a single location. Most of the 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.
- Ability to work at a computer for extended periods.
- Occasional lifting of documents or equipment up to 20 pounds.

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
ASSELIN, BRIANA L	INFO TECH PRGMR ANALYST-E P11	ATWELL, BRETT P	INFO TECH PRGMR ANALYST-E P11
HUGHEY, BROCK T	INFO TECH SPECIALIST-4 15	KUPATAVETIN, NITI	INFO TECH SPECIALIST-3 14
MAHARJAN, BICKY	INFO TECH SPECIALIST-3 14	PAHLKOTTER, CYNTHIA E	INFO TECH PRGMR ANALYST-E P11
VACANT	INFO TECH STUDENT ASSISTANT	VACANT	INFO TECH PRGMR ANALYST-E
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?

The Manager of the Solution Design Team (SDT) serves as a dual-role leader, combining technical management with product ownership responsibilities for SDT products and services. This position is responsible for supervising a team of highly skilled IT professionals, ensuring the delivery of innovative and citizen-focused IT solutions while aligning with state policies, regulations, and strategic goals. As the product owner, this role defines the vision and strategy for the assigned product and oversees its development lifecycle to ensure maximum value delivery to stakeholders.

---

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?

The Solution Design Team (SDT) is a cross-functional team of IT gurus. We create SOM enterprise architectural design solutions and support complex projects. We accomplish this by assembling a team of some of the best and brightest subject matter experts from DTMB to help solve particularly challenging or time sensitive project issues, so that project teams achieve their project goals & implement their solutions successfully.

This position works closely with developers, project managers, and other stakeholders to understand the requirements for each project and design pipelines that enable rapid, reliable, and automated delivery of software updates.

---

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:

- Strong leadership and team management skills with the ability to build and maintain high-performing teams.
- In-depth knowledge of solution architecture, full-stack development, and modern software engineering practices.
- Familiarity with government IT compliance requirements, procurement processes, and security standards (e.g., NIST, FISMA).
- Exceptional communication and stakeholder engagement skills, with the ability to navigate complex government environments.
- Expertise in Agile project management and product development frameworks.
- Strategic mindset with strong problem-solving and decision-making abilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal 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   3/31/2025

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**