State of Michigan
Civil Service Commission

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

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** TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Executive
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	**10. Division** Office of Enterprise Information Management (EIM)
5. Working Title (What the agency calls the position) Global Data Specialist	**11. Section**
6. Name and Position Code Description of Direct Supervisor HARRELL, JANET M; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor ESCH, ANDREW P; SENIOR POLICY EXECUTIVE	**13. Work Location (City and Address)/Hours of Work** 425 W. Ottawa St. Lansing MI / 8/5pm M-F

14. General Summary of Function/Purpose of Position

This position serves as the department's Global Data Specialist and Information Steward responsible for the maintenance and management of the corporate database (DB), GLOBAL which stores master data information including assets, road attribution, and boundaries. The GLOBAL subject matter expert and Information Steward, is a key link between the policies and goals of the Information Governance Council/Information Stewards Board, and related tactical activities, to provide adherence with information governance objectives, department data standards and policy, ensuring data integrity, good data management, and transparent reporting to Michigan Department of Transportation's (MDOT's) business partners and customers for the database. This position also serves as a business analytics specialist providing business analytics and business intelligence services such as research, analysis, and dashboards / scorecards creation to business units where GLOBAL information is involved. The Global Data Specialist, Information Steward, and business analytics specialist roles are in compliance with the Governor's Executive Directive (ED) 2013-1 and Executive Order (EO) 2016-24.

This position is required to partner with various cross functional, cross agency units such as the Department of Technology, Management and Budget (DTMB) Agency Services, the Project Management Office (PMO), the Michigan Center for Shared Solutions (MCSS), and internal work units such as MDOT Regions, Bureaus, Offices, Transportation Service Centers (TSCs), Information Technology (IT) Security, and MDOT's Information Governance Council and Information Stewards Board (ISB).

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:** **50**

Serve as the data repository owner, information steward, and business area liaison for a corporate database that is accessed by sixty (60) applications (e.g. GLOBAL DB which stores master data information including assets, road attribution, and boundaries accessed by legacy applications, Java, and Geospatial Technology, etc.). Facilitate sound data management practices following ongoing enterprise data management and information governance efforts, participate in setting and enforcing department standards, and provide efficient management of requests for MDOT to make effective business decisions.

Individual tasks related to the duty:

- Review and manage GLOBAL related Solution Business Manager (SBM) tickets, ensuring good information governance practices are being followed and responding to tickets in a timely manner to support MDOT business needs.
- As the System Owner for GLOBAL, attend IT Project meetings as a stakeholder in projects that use GLOBAL, ensuring good information governance practices are being followed and responding to project requests in a timely manner to support MDOT business needs.
- Work with DTMB to support improvements with GLOBAL DB's data availability, quality, and integrity.
- Ensure applications that integrate with GLOBAL follow good information governance practices by providing guidance in meetings and prior to approving GLOBAL related SBM tickets.
- Assist department staff in developing business requirements for GLOBAL data needs based on department standards.
- Coordinate with the department's Chief Information Steward and other Information Stewards to support continuous improvement with information governance efforts relative to GLOBAL.
- Participate as a member of the ISB as an Information Steward for GLOBAL, in accordance with the ISB Charter. The ISB guides their respective business areas to follow MDOT's Information and Data Governance suite of policies, standards, and procedures. This includes work across authoritative data sources, systems of record, data architecture and design, and efforts to carry out master data management, improve data quality, and help build and maintain business/data glossaries.
- Work with other Information Stewards, Subject Matter Experts, and IT staff to address data quality issues across IT systems and databases that integrate with GLOBAL.
- Assist other Information Stewards and business area staff in auditing and enforcing policies, standards, and procedural requirements tied to Information/Data Governance related to GLOBAL.
- Participate in user requirement gathering sessions, business and technical considerations, and design sessions as the subject matter expert for GLOBAL.
- Ensure GLOBAL's adherence to MDOT data best practices as directed by the Enterprise Information Management (EIM) Office and Information Governance Council.
- Coordinate with DTMB's data architects with the maintenance of the Department's Data Dictionary and Business Glossary Management System (e.g. Info Sphere and future systems) relative to GLOBAL metadata.
- Continue education and promotion of data management methodologies. Support continued development, maintenance, and use of corporate data stored in GLOBAL.
- Balance applying data management principles to GLOBAL with practical data accessibility and decision support to meet the needs of MDOT.

Duty 2

General Summary: **Percentage:** **40**

Serve as a business analytics specialist providing GLOBAL related business analytics and business intelligence services such as research, analysis, and dashboards / scorecards creation to business units through EIM coordination. This role is focused on supporting the department with insights, management reports, and analysis for decision-making processes with concentration on department-wide and cross-business data.

Individual tasks related to the duty:

- Engage with business users to understand how GLOBAL data is used from the users' perspective and how the data impacts the users' decision-making process, workflows, and business and information needs.
- Translate business needs into analytics and/or reporting requirements to provide visualizations that support management with data driven decisions.
- Coordinate with departmental customers to understand their information needs and identify ways to visualize and present information in a user-friendly manner
- Proactively mine data warehouse / repository to identify trends and patterns and generate insight for business units and senior leadership, including highly complex analytics with unstructured data such as pictures, videos, unformatted text, etc.
- Interact with system owners and data architects to understand the context of the information and how information is stored, modeled, and tagged.
- Work with users, system owners, automation managers, information stewards, and data architects to enhance information visualization through development of dashboards, reporting, and user interfaces
- Work closely with the Chief Information Steward, information stewards, architects, and business units for knowledge sharing, mentoring, and training

- Act as a go-to-person for end users to interpret and use information.

Duty 3

General Summary: **Percentage: 10**

Special IT/Data project coordination and other duties as assigned.

Individual tasks related to the duty:

- Provide special EIM project or ISB sub-team coordination to drive new initiatives being championed by the EIM Office.
- Recommend criteria, standards, and guidelines to assess the department's IT structures and/or processes by determining their compatibility with the objectives and priorities of the department.
- Interpret existing and proposed DTMB IT projects, policies, and procedures as they relate to the department. Consults with department leadership to assess impact and costs.
- Support the department with sound data practices and/or projects by helping execute direction provided by the EIM Office to pursue key improvements outlined in the Data Management Body of Knowledge (DMBOK) (e.g. developing and supporting the business glossary, data dictionary, data lineage, data warehousing, and business intelligence etc.).

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

Due to the technical nature of the duties and the limited number of available resources with this expertise, guidance for tasks and projects are frequently not available. This employee is expected to exercise independent judgment and initiative to complete the required tasks on a daily basis. This position is the department's Information Steward for defining, storing and collecting GLOBAL data and can countermand the decisions of others regarding this data within the confines of MDOT's Information/Data Standards as defined by the Information Governance Council, Information Steward responsibilities as outlined in the ISB Charter, State Unified Information Technology Environment (SUITE) IT project Roles and Responsibilities, and MDOT policies and procedures. Independently identify the needs of the customer and determine the best course of action. Prioritize work to support the business needs.

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

Issues that are politically or strategically sensitive. When established procedures do not produce satisfactory results, when information governance standards established by EIM cannot be followed, when controversy arises, when newly developed procedures impact others, when conflict in priorities occur, or when established schedules cannot be met.

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.

Ability to travel independently for attendance at assigned monthly meetings and any additional meetings/conferences both in state and out of state or as otherwise necessary. Must be able to represent MDOT and make presentations in meetings with local officials, transportation agencies, or other organizations. Ability to move around in an office environment and remain in a stationary position for extended periods of time with extensive computer use. Ability to move office supplies, training materials, computers, etc. weighing up to 20 pounds. Position may require availability outside normal working hours based on operational needs.

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?

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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 Office of Enterprise Information Management provides strategic focus for IT administration, security, strategy, and Information Governance. This position supports the data and information governance needs of MDOT related to GLOBAL data.

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.

Preferred concentration in data analytics, data science, computer science, management information systems, finance, statistics, or related fields.

EXPERIENCE:

Departmental Specialist 13 – 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Preferred concentration in data analytics, data science, computer science, management information systems, finance, statistics, or related fields.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience with:
- data mining and unstructured information analysis
- information visualization and information modeling techniques, preferably using PowerBI
- information/data analysis techniques
- the usability of design and accurately applying visualization techniques to datasets
- consumer-level data for the purposes of analysis, reporting, and/or marketing

Knowledge of:

- the principles and practices of research and analysis
- the principles of administrative management, including budgeting techniques
- Data Management Book of Knowledge (DMBOK), data governance principles and IT project development methodologies, such as Agile project management

Skilled with:
- fostering positive team dynamics and professional relationships to support collaborative goals
- negotiation of favorable outcomes

Ability to:
- generate insights from information
- analyze, synthesize, and evaluate a variety of data for use in program development and analysis
- perform functional requirements analysis and business domain analysis
- develop an understanding of the quality, design, and sharing requirements for critical information assets and entities
- plan and organize tasks, execute project plans, and expedite work projects
- work collaboratively
- read, research, and respond to memos, reports, and other written materials
- communicate effectively with people at all levels, from staff to senior management across the organization, utilizing various forms of communication
- organize, evaluate, and present information effectively to varied audiences
- make presentations in meetings with local officials, transportation agencies, or other organizations

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

JENNIFER HADDON   9/10/2025

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**