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| CS-214  REV 8/2007 |  | 1. Position Code |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
| Federal privacy laws and/or state confidentiality requirements protect a portion of this information. | POSITION DESCRIPTION |  |

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| This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.  This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** | | | |
| 2. Employee’s Name (Last, First, M.I.) | | 8. Department/Agency  DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET (DTMB) | |
| 3. Employee Identification Number | | 9. Bureau (Institution, Board, or Commission)  Agency Services supporting MDOS | |
| 4. Civil Service Classification of Position  IT PROGRAMMER/ANALYST 12 | | 10. Division  AGENCY SERVICES / MDOS | |
| 5. Working Title of Position (What the agency titles the position)  Senior Application Developer | | 11. Section  SYSTEMS DEVELOPMENT | |
| 6. Name and Classification of Direct Supervisor  VACANT, ITM 14 | | 12. Unit  APPLICATION DEVELOPMENT | |
| 7. Name and Classification of Next Higher Level Supervisor  Dan Klodt, SAM 15 | | 13. Work Location (City and Address)/Hours of Work: HYBRID SCHEDULE, 2-DAYS IN THE OFFICE AT 430 W. ALLEGAN, LANSING, MI 48933 / 3-DAYS REMOTE. M-F 8AM-5PM (MAY VARY) | |
| **14. General Summary of Function/Purpose of Position**  As a Senior Application Developer, 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 Agency Services supporting the Michigan Department of State (MDOS) This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems. | | | |
| For Civil Service Use Only | | | |
| 15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.  List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent. | | | |
| Duty 1 **General Summary of Duty 1 % of Time 70**  Serve as team lead and resource directing the programming, testing, and implementation of new and existing complex web-enabled or client/server data system applications following industry and DTMB development standards. Develop or approve plans for testing and implementation of web-enabled or client/server data system applications, evaluate impacts of changes and new technology, recommend solutions to persistent problems, and server as Agency Services liaison to external consultants. | | | |
| **Individual tasks related to the duty.**   * With the Business Analyst, takes a lead role in presenting the information gathered to the Project Review Board and/or Project Sponsors during project review meetings, project workgroups and to the Technical Review Board providing clarification and answers to questions. * Design and document IT solutions when new technology is involved with guidance and review from the solutions architect (SA) to ensure the software architecture aligns with the hardware architecture and other DTMB enterprise guidelines. * Assist Architect or DBA to draft technical database model that: * Complies with audit separation of duty requirement * Captures requirements of data elements * Designs data elements to best meet application needs * Reviews and approves updates to systems documentation * Serves as a team lead and resource, directing the code development, providing advice and guidance to other development staff. * Reviews and approves recommended design solutions. * Develop/design the coding standards and integration processes/objects/ framework that can be leveraged for an IT solution. * Evaluate and identify opportunities for programming standardization. * Lead code review to ensure strategies and applications adhere to State and agency policies, standards or guidelines. Participate in department wide coding standards review. * Work with the solutions architect to setup guidelines/processes on code review. * Maintain source code within the standard version control tool. * Evaluate and identify development exception needs. Work with a Solutions Architect to gain required approval. * Review and approve application test plans with Business Analyst. Incorporate all levels of security, which were identified as system requirements, into test plans. * Develop and monitor defect tracking logs and facilitate problem resolution. * Design scripts and coordinate application peer testing, load testing and system integration testing. * Develop plans and coordinate implementation of tool/environment upgrades with guidance and review from the solutions architect (SA). * Monitors long term IT solution trends and recommends IT solutions to alleviate persistent problems. * Validate and finalize Local Change Board and Enterprise Change Board documents * Provide input to procedures and ensure proper change management for all requested fixes to production systems. * Communicate changes to DBA, Configuration Management (CM), Development team to complete the release to production. * Create build using proper code source from the standard version control tool. * Work with CM team to release the build to appropriate environments. * Serve as Agency Services liaison to internal/external vendors/consultants/partners. * Work with vendors to integrate COTS applications with State standard solutions. * Consult with agency clients to explain complex IT processes, DTMB standards, and solutions, developing and maintaining an effective communication plan within DTMB and agency clients relating to project level metrics, bureau level project reporting, etc. * Represent DTMB Agency Services on internal/external security policy and standards review teams with guidance and review from the solutions architect (SA). * Prepare documentation for disaster recovery planning and implementation. * Gather, review and analyze potential impacts of changes and inform DTMB management and supported client agency of impact and risks to existing IT solutions due to proposed legislation requests, changes in processes or procedures. * Evaluate impact of new development tools, languages, upgrades and equipment on agency systems and make recommendations to DTMB and/or agency clients in collaboration with the solutions architect (SA). | | | |
| Duty 2 **General Summary of Duty 2 % of Time 25**  Serves as programmer/analyst & business analyst responsible for ongoing support and maintenance of existing applications | | | |
| **Individual tasks related to the duty.**   * Troubleshoot and diagnose reported system issues in a timely and efficient manner. * Provide technical support for business users. * Perform scheduled maintenance tasks associated with existing systems. | | | |
| Duty 3 **General Summary of Duty 3 % of Time 5**  Perform other related duties as assigned. | | | |
| **Individual tasks related to the duty.**   * Represent DTMB as a technical resource at meetings. * All jobs necessary and proper of a resource in this role. * Document technical recommendations that adhere to State standards. * Participate in project review meetings and project workgroups. * Participate in special projects and research groups. * Provide status reporting of ongoing projects and assignments. | | | |
| 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.  Decisions are made independently regarding day-to-day activities for the project and the project team members. The clients, project team members, data integrity, success of the project, and overall satisfaction of the project are all affected by these decisions. | | | |
| 17. Describe the types of decisions that require your supervisor’s review.  For overall approval of system design and approval of major system enhancement. Decisions that impact Department policy, budget, procedures, prioritization of work assignments, or issues that influence resource allocation | | | |
| 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.  The position operates in a normal office environment. Work is performed in a business office setting requiring the use of desktop computer, communication skills, people skills, and management skills. Tasks can be completed routinely seated at a desk, visiting end users at their desks, in the context of meetings and meeting rooms. Staff must manage short mandatory deadlines and large workloads. | | | |
| 19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 20. My responsibility for the above-listed employees includes the following (check as many as apply):  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the work.** | | | |
| 21. *I certify that the above answers are my own and are accurate and complete*.    **Signature Date** | | | |

**NOTE: Make a copy of this form for your records.**

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| TO BE COMPLETED BY DIRECT SUPERVISOR 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why? |
| 23. What are the essential duties of this position?  This position must be able to assess problems and business needs of the client and design, develop, test, implement and maintain highly complex web-based applications. The individual is expected to be able to effectively communicate both orally and in written correspondence with clients, management and peers. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  Position duties and responsibilities were updated to reflect current environment and technology changes.  . |
| 25. What is the function of the work area and how does this position fit into that function?  The main function of this work area is to develop new and maintain existing Web Applications for the Michigan Department of State(MDOS). This includes both internal and external applications, which have local, state, and federal mandates and impacts. This position is responsible for IT management of highly complex, legislatively mandated and Federally mandated projects for MDOS relative to the systems developed and maintained by this work area.  . |
| 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.  **Information Technology Programmer/Analyst P12** Three years of professional Information Technology Programmer / Analyst experience, including one year equivalent to an Information Technology Programmer/Analyst 11.  **NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis |
| KNOWLEDGE, SKILLS, AND ABILITIES:  Required:   * Knowledge and experience – Microsoft Visual Studio (Microsoft .NET) . * Knowledge and experience - ASP.NET, VB.NET, C#, ADO.NET. * Knowledge and experience - IIS * Knowledge and experience - SQL Server * Knowledge and experience - N-Tier application architecture * Knowledge and experience - Web Services and E-Commerce web applications * Independent judgment to carry out assignments that have significant impact on services or programs.   Skills:   * Excellent oral and written communication skills as well as presentation skills. * Be self-motivated and work independently. * Ability to gather and analyze facts, define problems, and devise solutions. * Ability to successfully contribute to cross-functional, multi-agency teams.   Highly Desirable:   * Knowledge of Michigan Department of State environment and business drivers. * Knowledge and experience - T-SQL, MVC, CSS, JavaScript and XML. * Knowledge and experience - Microsoft Windows Server * Knowledge and experience –Knowledge of Project Management Methodologies. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Duties may involve the use of a personal vehicle. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
| 27. *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’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| 28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor. |
| 29. *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority’s** **Signature Date** |