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|  |  | |  |  | | --- | --- | | |  | | --- | | 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** | |  | Technology, Management & Budget - DTMB | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Agency Services Supporting LARA | | **4. Civil Service Position Code Description** | **10. Division** | | Information Technology Programmer Analyst 12 | Agency Services - LARA | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Senior Application Developer | Application Development Section | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | William Metz - Information Technology Manager, ITM 14 | App Dev Unit 4 | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | Vacant - State Administrative Manager, SAM 15 | Hybrid Work Location, 2 Days onsite at 611 W. Ottawa, Lansing, MI 48917 / 3 Days Remote Work, 8:00 A.M. – 5:00 P.M (Or approved alternate schedule) | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | As a Senior Application Developer this position performs a complete range of information system analyst assignments including, but not limited to, designing, developing, testing, and implementing computer systems and applications for Department of Licensing and Regulatory Affairs (LARA) and other supported agencies as assigned. Assignments will provide for the development, testing and deployment of application releases, updates and modifications within n-tier web application and web service environment. Functions include but are not limited to application development and maintenance using HTML5, Angular/JavaScript, ASP.NET, VB.NET, SQL, C#, Microsoft Visual Studio, SQL Server Reporting Services (SSRS), Azure DevOps and MS SharePoint.  This individual will be looked upon to provide technical support and leadership to other team members and evaluate new development tools and agency systems. These responsibilities have a critical impact on the client and the success of large, highly visible software development projects. Additionally, this position is responsible for following agency processes, procedures, standards, and State Unified Information Technology Environment (SUITE) methodologies; maintaining and updating documentation and specification of the systems; working directly with the client on business requirements; developing specifications and system-related documentation; and training and coaching team resources.  Project assignments and activity will be executed within the framework of the State of Michigan System Engineering Methodology (SEM). | | | |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **15. Please describe the assigned duties, the percentage 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:** | **60** | | 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 serve as Agency Services liaison to external consultants. | | | | **Individual tasks related to the duty:** |  |  | | * Serve as a team lead and resource, directing the code development, providing advice and guidance to other development staff. * Reviews and approves recommended design solutions. * Assist Architect or DBA to draft technical database model that complies with audit separation of duty requirement and captures requirements of data elements * 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. * 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. * 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. * Designs data elements to best meet application needs * Reviews and approves updates to systems documentation * 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. * 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:** | **Percentage:** | **30** | | Lead programmer/analyst and subject matter expert for LARA Agency Services for one or more of the major custom .NET applications used by LARA (for example, MyCaseLoad (MCL), MI-NATES, MI-SLS, etc.) and/or large-impact software maintenance and enhancement efforts | | | | **Individual tasks related to the duty:** |  |  | | * Provides technical support and troubleshooting for the application, workflows, templates, and database. * Coordinates communication of efforts among multiple groups including various areas of DTMB and LARA. * Facilitates the reporting of ongoing and upcoming initiatives to both management and the customer * Provides technical support and coding for SQL Server Reporting Services (SSRS) reports including creating and modifying based on customer needs. | | | | | |  |  |  | | --- | --- | --- | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Performing special assignments as required. | | | | **Individual tasks related to the duty:** |  |  | | * Ability to work independently. * Able to gather and analyze facts, define problems, and devise solutions. * Knowledge of information technology application design and development and industry best practices. * Provide input to the creation and modification of procedures. * Ensures proper change management for all requests. * Contribute ideas on continuous improvement of IT processes. * Attend training as required. * Perform demos, web research, activities that increase the knowledge of this position and/or of other team members. * Attend staff meetings. * All other tasks necessary, and proper, for a resource in this type of role. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | * Decisions concerning tasks for assigned Information Technology projects. * Decisions regarding day-to-day production issues. * Decision regarding priorities of customer application needs. * Decisions regarding the design and implementation of database tables, views, and indexes as specified by the Database Administrator. | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **18. What kind of physical effort is used to perform this job? What environmental conditions are you physically exposed to in this position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.** | | |  |  | | |  | | --- | | Standard office environment (which may be at a State office building or an approved remote work location). Use of personal computer using keyboard and mouse to perform trouble shooting, create and edit technical materials, communications with staff and clients, and reports. A minimum effort may be required to walk or drive to other locations. Majority of work is performed sitting at an ergonomic prepared workstation suitable for a personal computer or attending meetings in standard conference room settings. This position is subject to stress and pressure to resolve problems quickly and effectively. | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | This position develops and maintains the Department’s applications. These applications are critical to the daily operation of the Department’s most valued programs and have statewide impact.   Competencies: Customer Focus, Contributing to Team Success, Technical and Professional Knowledge and Skills, Communication, Decision Making and Innovation. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | Backfill vacancy. | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | DTMB Agency Services/ LARA Lansing provides IT systems support to the Department of Licensing and Regulatory Affairs (LARA).  This position functions as an information technology professional, participating in or overseeing a variety of analytical and programming assignments that provide for the development, enhancement, and maintenance of automated information systems. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 12** Two years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11.  **Alternate Education and Experience**  **Information Technology Programmer/Analyst P11 - 12** Possession of an associate’s degree with 16 semester (24 term) credits in computer science, information assurance, data processing, computer information, data communications, networking, systems analysis, computer programming, IT project management, or mathematics and two years of experience as an application programmer, computer operator, or information technology technician; or two years (4,160 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.  OR  Educational level typically acquired through completion of high school and four years of experience as an application programmer, computer operator, information technology technician, or four years (8,320 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **Required:**  Knowledge and experience – Microsoft Visual Studio (Microsoft .NET).  Knowledge and experience - ASP.NET, VB.NET, C#/JavaScript/Angular, ADO.NET.  Knowledge and experience - MS Azure Dev Ops  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  **Skills:**  Excellent oral and written communication skills as well as presentation skills.  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.  Independent judgment to carry out assignments that have significant impact on services or  programs. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **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.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | N/A | |  | |  |  |  | | | |  |
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