Position Code
1. ITPRANEK22N

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)** Agency Services – DTMB, MDE, CEPI & MDCR
4. Civil Service Position Code Description INFO TECH PRGMR ANALYST-E	**10. Division** Agency Services supporting DTMB, MDCR & SBO
5. Working Title (What the agency calls the position) Information Technology Programmer/Analyst P11	**11. Section** DTMB
6. Name and Position Code Description of Direct Supervisor LATOURETTE, RYAN J; INFO TECH MANAGER-3	**12. Unit** Application Development
7. Name and Position Code Description of Second Level Supervisor JOHN, JIBU; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 400 S. PINE STREET, LANSING, MI / 8:00 AM – 5:00 PM, MONDAY – FRIDAY (MAY VARY)

14. General Summary of Function/Purpose of Position

As an 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 the Department of Technology, Management and Budget.

This employee will perform system analyst assignments, including but not limited to, gathering requirements, planning, analyzing, designing, coding, testing, implementing, documenting and maintenance of complex client server and web-based applications. This employee will maintain and develop applications using the following tools: Microsoft Visual Basic for Applications, Visual Basic Scripting, ASP.NET, VB.NET, C#, Angular, Playwright scripting, PowerApps, jQuery, SQL, Java, Java Scripting, XML, HTML, e-Michigan content management tools and other software as required.

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:**   **90**

This employee will assist with programming, testing, and implementation of new and existing complex web-enabled or client/server data system applications following industry and DTMB development standards.

Individual tasks related to the duty:

- Participate in project review meetings and project workgroups
- Design and document IT solutions that are developed with State of Michigan standard technology.
- Works with DBA to maintain data dictionary.
- Create, update, and maintain systems and IT programs documentation, including system specs and flow diagrams.
- Develop software code based on design.
- Design solutions for a specific application need.
- Code to Standards
- Work with the business client/Business Analyst/tech leads to create test scenarios.Design and develop test plans, applications, or subsystems.
- Provide defect tracking log entry information.
- Test the system and associated design to ensure compliance with the business rules which govern the system.
- Maintain and upgrade systems as a result of tool/environment upgrades.
- Document identified problems and analyze to determine root cause and provide root cause analysis.
- Produces Local Change Board documents.
- Follow change management procedures and provide input to execute change management.
- Work with vendors who provide IT solutions.
- Represents DTMB as a technical resource at meetings.
- Performs assigned tasks for internal/external security and standards review and development.
- Identify potential impacts of changes.
- Research, test and recommend new development tools, languages, upgrades and equipment as directed by senior team members.
- Offer suggestions on automating processes
- Write costumer procedures as needed
- Train customers on the functional use of application
- Create automated testing scripts

Duty 2

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

Assist in the 2nd Tier Help Desk support and operations.

Individual tasks related to the duty:

- 2nd tier Help Desk Support
- Monitor personal queue of help desk requests
- Solve user P.C. Software and Hardware problems and requests related to applications
- Log Help Desk problem solutions in Help Desk Tracking tool and knowledge base (Helix)

Duty 3

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

Performs other duties as assigned.

Individual tasks related to the duty:

Other activities and efforts as needed.

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

Determine proper modifications for requested integrations or requested processing alterations. Advise the requestor on alternatives or solutions.

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

- Setting project priorities and altering due dates.
- Major changes to applications and/or processes which may disrupt a user's operation.
- Department-wide upgrades or changes.
- Monetary/budget issues.

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.

Standard office environment. Use of personal computer using keyboard and mouse to perform troubleshooting, 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.

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?

Manager prepared.

23. What are the essential functions of this position?

This position participates in a variety of analytical and programming assignments that provide for the development, enhancement, and maintenance of automated data applications within a complex mainframe, network and/or client server environment. It is expected that the employee is familiar with Agency systems and procedures and assists in development and maintenance of varied complex computer applications. Skills sets include experience in C#, Angular, MVC, Figma, JAVA, Jasmine, Karma, TypeScript, TFS and GIT, Playwright Scripting, and relational databases. This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems. The individual will be expected to effectively communicate both verbally and in written correspondence with clients/customers, staff, and management. The individual must also be able to train and/or coordinate the training for the staff and customers on the development they have made to the application supported.

Competencies: Customer Focus, Technical and Professional Knowledge and Skills, Communication, Decision Making, Building Strategic Working Relationships, Planning and Organizing Work, Innovation and Initiating Action.

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

The duties of this position have been updated to include additional DTMB systems for receiving and working IT Work Request tickets for the multiple DTMB applications they will be supporting. This will include designing, developing, testing, and implementing custom code solutions following all policies, procedures, and standards. The DTMB applications include, but are not limited to, MiProData, Forms Automation, MiBid, MiCARP, and MiSERCH.

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

The function of this development and integration work area is to analyze user needs and provide appropriate IT software solutions. An employee in this position will, based on the results of this analysis, locate appropriate software packages or develop applications to meet these needs, and will then aid in the conversion and implementation of the new software. They will keep the users informed of new technical and application development pertaining to the client's applications or business. In addition to this they will represent the IT division when necessary on departmental and statewide committees which require persons with these particular skills.

Each area within DTMB's Agency Services supporting our applications develops, implements, and maintains the computer systems required by the administrations within DTMB. It must perform these activities in compliance with ever-changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing policy/procedures/standards and maintaining operational effectiveness. This position is developing complex custom solutions for our customers. Knowledgeable technical staff is needed to meet the commitments of the Department/Agency without further compromising the staffing of other priority projects.

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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 with 21 semester (32 term) hours in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, or mathematics.

EXPERIENCE:

No specific amount or type is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience in analysis, design, programming, testing, implementing and supporting web based applications in Microsoft/Windows platform. (ASP.NET, framework 4.8 or higher, .NET CORE)
- Experience with VisualBasic and/or C# within Microsoft Visual Studio (2017 or newer)
- Experience using Angular, MVC, and Figma
- Knowledgeable in the use of Jasmine, Karma and Playwright for testing
- Experience in Azure Pipelines, TFS, and GIT
- Experience in writing and utilizing Powershell scripts
- Knowledge of Linux, JQuery and Vue
- Experience with Office 365
- Experience with software tools to test applications for ADA compliance
- Experience in developing systems with Microsoft SQL Server (SQL 2008 or higher)
- Experience writing Structured Query Language (SQL) and stored procedures.
- Experience in performing analysis and requirements gathering with customers.
- Knowledge of both web-based and client server-based systems architecture.
- Knowledge/training in object-oriented analysis, design and programming experience.
- Knowledge of application and database development and access methods.
- Ability to prepare detailed written instructions and documentation.
- Ability to effectively make oral and written reports and presentations and prepare clear and concise documentation.
- Ability to establish and maintain effective relationships with clients and matrix support teams.
- Ability to resolve complex problems in a timely manner and seeks optimum solutions.
- Ability to communicate technical terminology at a level appropriate to the audience.
- Experience producing deliverables following industry standards and best practices.
- Effective at designing solutions for highly complex assignments in a high stress work environment.
- Ability to troubleshoot application issues under pressure.
- Familiar with use of source control

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve use of 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.

SHANITRA FLUELLEN   3/4/2026
_____   _____
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**