| Position Code |
| --- |
| 1. INTCSPL3G30N |

# 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.

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| **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency**<br><br>TECH, MGMT AND BUDGET - IT |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)**<br><br>Center for Shared Solutions |
| **4. Civil Service Position Code Description**<br><br>INFO TECH SPECIALIST-3 | **10. Division**<br><br>Geospatial, Web, and Data Services |
| **5. Working Title (What the agency calls the position)**<br><br>EXPERT GEOSPATIAL BUSINESS ANALYST | **11. Section**<br><br>Geospatial Services |
| **6. Name and Position Code Description of Direct Supervisor**<br><br>CLEM, KYLE S; STATE ADMINISTRATIVE MANAGER-1 | **12. Unit** |
| **7. Name and Position Code Description of Second Level Supervisor**<br><br>HOLMES, MARK E; STATE DIVISION ADMINISTRATOR | **13. Work Location (City and Address)/Hours of Work**<br><br>111 S. Capitol Ave, Romney Building, Lansing / 8:00A.M. to 5:00P.M., Mon - Fri (hybrid) |

**14. General Summary of Function/Purpose of Position**

This expert geospatial IT business analyst specialist will perform a range of information system business analyst assignments including, but not limited to, designing, configuring, coordinating, and implementing geospatial systems and applications for Department of Technology Management and Budget (DTMB) Center for Shared Solutions (CSS). CSS provides and maintains shared enterprise-wide Geospatial Services that all state agencies leverage in varying capacities and this individual will act as a liaison between CSS and state agencies, DTMB agency services, EPMO, and vendors for GIS projects. This position will be responsible for GIS projects involving multiple agencies, projects involving enterprise solutions, and projects involving the continual upgrades maintenance of these large IT systems.

This position will operate as a mentor to less senior staff, provide technical guidance and coordination with assigned project management staff, and lead business/technical requirements during gathering, implementation and acceptance phases. This position will be responsible for implementing and maintaining processes to ensure geospatial installations, configurations, implementation, interfaces, upgrades, etc. adhere to policies and guidelines including, but not limited to, security, change management, data classification, enterprise architecture, and disaster recovery.

**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:**      **80**

Expert IT Business Analyst for Agency's mission critical, multi-bureau integrated applications.

**Individual tasks related to the duty:**

• Leads the selection of the IT strategies, policies, programs and procedures that satisfy proposed business requirements and fulfill the business objectives and goals of projects
• Applies User Interface (UI) Design expertise on high visibility enterprise wide, web based, and mobile applications.
• Serves as liaison to escalate project related issues identified by ITPA 11s, ITPA 12s to the Agency PMO, EPMO, Project Managers and Agency Partners.
• Reviews, provides input and guidance, and approval of requirements both functional and non-functional that are the basis for development of Requests for Proposal (RFP) and subsequent Statements of Work (SOW).
• Contributes BA expertise in the review and approval of RFP's and SOW language.
• Serve as an active member of Joint Evaluation Committees (JECs) and has voting rights as necessary.
• Provides oversight of the creation and validation of estimates, and schedules created by Business Analyst staff for the requirements and test activities for large, multi-agency, or enterprise projects.
• Plans, directs and facilitates Joint Application Development (JAD) sessions for department or enterprise projects identifying common business processes in order to streamline solution integration.
• DTMB process subject matter expert in leading the development of program level requirements for large, multi-agency , or enterprise projects utilizing both traditional requirement definition and decomposition techniques (waterfall)and User Story Mapping, Theme, and EPIC identification and decomposition techniques(agile).
• Reviews and approves functional design requirements that include sensitive data types (such as highly confidential data, PCI, PII, etc...) and/or the creation of security design requirements for large, multi-agency, or enterprise projects.
• Researches, identifies, and leverages strategic solutions and applies the reuse of functionality.
• Reviews and assesses the impact of enterprise Requests for Change (RFCs) to agencies systems.
• Gathers, validates and participates in presenting project related information to the Project Review Board and/or Project Sponsors during project review meetings, project workgroups, Technical Review Board (TRB), and to the Executive TRB providing clarification and answers to questions.
• Reviews, and provides feedback on enterprise Program and Project Test Strategy's, ensures completion of detailed test plans, maintenance of the traceability matrices, and compilation of test results for enterprise wide integration, performance, system or user acceptance testing on large, multi-agency, or enterprise projects.
• Leads and facilitates sessions to define implementation plan requirements and details. Validates and approves IT implementation plans and results for large, multi-agency, or enterprise projects.
• Researches and recommends new tools for requirement repositories, interactive prototyping, UI simulation to verify functional requirements before system design and coding occurs.
• Researches, selects and pilots emerging techniques for identifying and documenting requirements.
• Assesses the impacts of upgrades to software versions and equipment on agency systems and works with project technical staff to gain approval of revised Enterprise Architect Solutions Assessment (EASA).
• Leads cross-functional teams to evaluate approaches to improve application sustainability as a result of system changes and approves recommendations to alleviate problems.
• Serves as Agency Services liaison to outside IT consultants/vendors supporting multi-vendor solutions and/or mission critical systems for large, multi-agency, or enterprise projects.
• Serves as the IT system owner representing the Agency in reviewing and assessing the impact of requests for change to IT standards, policies and processes on projects in flight or applications in production.
• Ensures client agencies and program area's IT strategic direction/plan aligns with State of Michigan (SOM) IT strategic direction/plan and applicable Executive Orders.
• Reviews, approves, and ensures that the system disaster recovery plan adheres to the SOM policy/standards.
• Identifies opportunities for collaborative partnerships with other internal/external entities on proposed legislation, enhancement requests, or changes in governmental processes or procedures.
• Recommends and identifies resources for the creation of IT task forces, special committees, and/or research groups.
• Reviews and approve identified opportunities, plans, and recommendations to gain efficiencies by reengineering business processes.
• Reviews and approves data flow models, business process flow models. etc.
• Resolves escalated issues that impacts business processes related to mission critical, multi-agency, or enterprise systems.
• Evaluates and recommends internal IT processes for application development sustainability to improve service delivery.

**Duty 2**

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

Engage with the Agency in establishing and fulfilling the Agencies strategic goals and objectives through exemplary delivery of IT Services.

**Individual tasks related to the duty:**

• Develops and manages the relationship and expectations of the Client agency managers through expert negotiation, conflict resolution, and facilitation skills.
• Directs activities of Requirements Gathering team on software development with DTMB staff and outside consultants by enforcing DTMB's SUITE methodology.
• Directs the activities necessary to develop and maintain requirements and functional design documentation of Customer Applications.
• Communicates with software vendor and technical staff to determine the best approach to meet system design specifications.
• Derives options and estimates for the requirements gathering, functional design (waterfall), User Story creation (agile) and contributes to estimates and options for design, development, testing and implementation of software projects.
• Determines the need for and coordinates the involvement of other internal DTMB divisions.
• Facilitates sessions with business partners to schedule and implement various application development projects.
• Provides proactive communication between the DTMB managers and the Client agency managers.
• Develops an approach to accomplish special assignments as requested by the DTMB manager or the Client Agency.
• Advises DTMB manager and Client Agency managers of significant changes in projects impacting timing of implementation, budget overruns or dramatic increases in staffing.
• Develops business case justification, as it relates to the Call for Projects, for mission critical systems.
• Configures defect tracking system and facilitates all testing efforts.

**Duty 3**

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

Other duties as assigned

**Individual tasks related to the duty:**

• General Remedy ticket tracking for team – incidents, CRQs, ISR, SharePoint map, database, licensing, and enterprise requests
• Contributes to SSP process
• Present and/or document information for State agency user group meetings
• Developing and maintaining Service Level Agreements/governance for partner agencies
• Facilitating work group meetings as needed
• Contribute to the research and implementation of the best practices protocols in geospatial technology.
• Manages the allocation, distribution, tracking, and metrics of vendor licensing to DTMB and Client Agencies.
• Onboards new Client Agencies to State of Michigan GIS systems including a best practices overview.
• Perform related work as is deemed necessary by the supervisor
• Inform management of issues and risks as they arise and statuses in a timely manner as they change
• Participate in any DTMB or statewide IT initiatives as necessary, appropriate, and required by supervisor.
• Other duties as assigned.

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

This position makes decisions regarding solutions and resolutions to manage and resolve service requests.
This position makes independent decisions when those decisions impact the design of the assigned systems, particularly within the assigned development team.
This expert also acts independently in operational break-fix situations when immediacy is necessary, and delay would be detrimental for the bureau to meet their business goals and objectives

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

Decisions that impact other bureau systems would require approval by the next level of management.
Collaboration must occur not only with the DTMB management but also among the management of all involved systems to determine the priority of the work.
Decisions regarding major changes in project scope.
Decisions that result in a business process change.
Decisions that impact Treasury goals and objectives.
In addition, when there are significant budget impacts, the specialist should seek management input.

**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.**

Work is performed in a business office setting
Typical Office Environment
Requires extensive use of VDT and keyboard.
Involves equipment setup for system demonstration and training.
Involves heavy workloads and mandatory deadlines.

**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?**

As the Expert IT Business Analyst for CSS, this position is strategically responsible for leading the IT strategies, policies and processes for the business requirements and objectives for the implementation and maintenance of CSS' client enterprise level architecture and services. This Business Analyst coordinates the business and technical requirements for projects with CSS staff, EPMO staff, DTMB Agency Services, Agency business owners and vendors. This position performs evaluation of systems, assesses impacts of upgrades and leads cross-functional teams to evaluate approaches to improve processes, application sustainability, technical support procedures, and how to resolve/mitigate issues.

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

PD update, the essential duties and tasks of this position have not changed, the update is to reflect change in business needs and applications supported.

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

CSS provides enterprise GIS solutions for all state agencies. These enterprise geospatial solutions may also be leveraged by government partners with local and federal government. The CSS provides leadership, technical expertise, and policy for the development, use, dissemination, promotion, and sharing of the State of Michigan's geographic resources along with other enterprise solutions. The CSS' mission enables clients to more effectively and efficiently serve the customers of the state. CSS consists of multiple program areas, including application development, web services, database administration, the Michigan Geographic Framework (MGF), business geo-data, data transformation, and reporting.
The position serves as an Expert IT Business Analyst responsible for the design, configuration, implementation, upgrades of enterprise systems that integrate with and/or impact multiple state agencies and/or local partner agencies. The Expert IT Business Analyst collaborates with CSS project teams to consult, design, review, implement and test enterprise solutions. This Business Analyst reviews proposed projects to ensure that they are adhering to policies, guidelines and architecture standards.

**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 at least 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 Specialist 14 - 15
Three years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11 or one year equivalent to an Information Technology Infrastructure or Programmer/Analyst 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge and proven skills in information technology application design and development and industry best practices is required.
- Experience with gathering and defining business and technical requirements for projects and working with project teams and vendors through implementation, testing and acceptance of project requirements.
- Knowledge for geospatial technologies
- Knowledge of file maintenance and report generation methods.
- Knowledge of the fundamental concepts and operating principles of data communications and data processing hardware and software.
- Knowledge of computer programming, data modeling, and object-oriented programming procedures and techniques.
- Knowledge of application development environments and related tools.
- Knowledge of data management principles including fundamental of Oracle and/or MS SQL Server relational database management systems.
- Experience with implementations and upgrades of Commercial Off The Shelf (COTS) solutions
- Skills of complex problem solving, time management, negotiation, and deductive reasoning.
- Skills of service orientation, judgment and decision making, systems evaluation, and systems analysis.
- Ability to maintain records and prepare clear and detailed written instructions and documentation.
- Ability to analyze instructions and data.
- Ability to gather and analyze facts, define problems, and devise solutions.
- Ability to effectively make oral and written reports and presentations and prepare clear and concise graphs and charts.
- Ability to conduct interviews and establish and maintain effective relationships with systems users.
- Ability to maintain records, prepare reports, and conduct correspondence related to the work.
- Ability to communicate technical terminology at a level appropriate to the audience.
- Ability to work independently and in a team environment

Desirable:
- Experience with browser based (web) and object-oriented application design techniques and tools.
- Knowledge of MS Visio, Excel, MS Project and fundamental Project Management Methodology (PMM)
- Experience with application security.
- Experience with Oracle and MS SQL database design and stored procedures.
- Experience with ESRI ArcGIS Suite of Products

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

   *NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

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*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

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*I certify that the entries on these pages are accurate and complete.*

| AMY MILLER | 3/17/2025 |
|---|---|
| **Appointing Authority** | **Date** |

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*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** |