

Position Code

1.

**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 this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>  	<b>8. Department/Agency</b>  Treasury
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b>  Tax Compliance Bureau
<b>4. Civil Service Position Code Description</b>  Departmental Analyst 9 – P11	<b>10. Division</b>  Operations Division
<b>5. Working Title (What the agency calls the position)</b>  Data Steward, IT and Systems Support	<b>11. Section</b>  Data Analytics and Governance
<b>6. Name and Position Code Description of Direct Supervisor</b>  Vacant State Administrative Manager 15	<b>12. Unit</b>  
<b>7. Name and Position Code Description of Second Level Supervisor</b>  Chelsea Hare-West State Division Administrator 17	<b>13. Work Location (City and Address)/Hours of Work</b>  Operations Center, 7285 Parsons Drive, Dimondale MI 8:00 AM - 5:00 PM M-F
<b>14. General Summary of Function/Purpose of Position</b>  Position serves as a Data Steward for the Tax Compliance Bureau in reference to data within the Treasury Data Warehouse (TDW). This position assists in the monitoring of all Treasury data in the TDW to ensure timely and accurate data is loaded for Department-wide use. This position is responsible for developing standards, procedures, and recommending toolsets for the Treasury Data Governance Program. Responsible for working with Business Data Stewards in obtaining, generating, and capturing metadata. This position will be responsible for creating the test returns used by TDW test teams. This position will create the annual or biannual evaluations of TDW for both structure and content. This position will execute a strategic plan for upgrades and improvements to the TDW for all Treasury systems impacted by the warehouse. Test for adherence to the DTMB Treasury Partnership Agreement as it relates to data governance issues. Participates in the testing of the TDW to assure that the needs of the Treasury business areas are met.	

**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 of Duty 1**                      **% of Time 40**\_\_\_\_\_

Execute processes to generate meta data. Consult with Business Data Stewards in obtaining, generating and capturing Meta Data. Assist in the monitoring of Treasury user access to ensure compliance with Office of Privacy and Security policies and procedures. Develop and design reports for Treasury Data Warehouse (TDW) Manager for critical issues related to data governance for all Treasury systems. Provide strategic analysis for the TDW as requested by the Treasury Data Warehouse Manager. Test for timely and accurate data loading to the TDW for department-wide use.

**Individual tasks related to the duty.**

- Facilitate business and IT communications by creating and managing a common business vocabulary.
- Design and develop a spreadsheet to collect the Meta Data.
- Participates in conducting mapping sessions, which map data from the source system to the staging tables.
- Establish data naming standards.
- Provide data definitions, data class and size specifications.
- Define the data quality editing criteria and security level assigned.
- Work with Treasury and DTMB Data Warehouse Managers and Treasury Office of Security to verify and test for proper access rights on the TDW.
- Develop and design a variety of reports analyzing and verifying data in TDW.
- Verify and reconcile the daily loading of production and test data into TDW.

Duty 2

**General Summary of Duty 2**                      **% of Time 25**\_\_\_\_\_

This position will analyze and evaluate data quality processes to ensure they are being followed and data quality standards are being met. Works with testing groups for all modifications and data loads to TDW including year-end changes and the addition of new taxes. Develop processes and procedures to ensure data quality standards are being met. This position must work well in team environment

**Individual tasks related to the duty.**

- Participates in user testing groups for all changes to the data warehouse (i.e. tax implementation initiatives, new taxes, legislative changes, data upload and extraction processes).
- Participates in the execution of TDW test plans as each new data element is introduced.
- Represent TDW in data naming standards and metadata dictionary meetings with various Treasury and DTMB staff to ensure data warehouse user needs are met.
- Serve as backup contact for DTMB Agency Services and DTMB Data Warehouse Specialist for the Service Level Agreement as it pertains to the TDW.
- Work with Treasury Data Warehouse manager in developing, collecting and analyzing the results of the annual customer satisfaction surveys as defined in the Service Level Agreement (Appendix K) between Treasury and DTMB.

Duty 3

**General Summary of Duty 3**                      **% of Time 25**\_\_\_\_\_

Work with TCB staff to ensure IT project specifications are developed and implemented to fulfill TCB's IT project requirements. Function as TCB's liaison with DTMB for IT problems, changes, and/or enhancements. Maintain and develop reporting metrics for TCB projects and production.

**Individual tasks related to the duty.**

- Test for, validate and prepare reports to enforce data governance policies and procedures as dictated by the Data Governance Steering Committee.
- Building reports as needed by TCB Management.
- Act as a Subject Matter Expert for TCB IT projects.
- Provide technical support for staff on the creation of calculated fields and/or additional views needed in the TDW for efficient query usage.
- Compose IT candidates for changes to be worked on by DTMB.
- Analyze IT problems and report problems to management, DTMB, and disseminate to staff.

Duty 4

**General Summary of Duty 4**                      **% of Time 5**

Assist with needed enhancements and systemic changes to the Treasury Data Warehouse. Act as single point of contact for Treasury's Business Data stewards. Design and develop any reports needed for the Data Governance Steering Committee with a proposed resolution plan. Test for compliance with the Data Governance Warehouse Appendix L of the Treasury DTMB Partnership Agreement. Suggest any updates to the requirements of this section where appropriate.

**Individual tasks related to the duty.**

- Work on current and future long-range projects started under the Electronic Information Management (EIM) initiative (i.e. Meta Data, Master Data Dictionary, Master address).
- Participates in the testing and provide evaluation of new software or hardware technologies available that could benefit users of the Tax Compliance Bureau.
- Assist in preparing the agenda and reviewing meeting notes of all Data Governance meetings for the user groups.
- Participates in the creation of documentation related to Data Governance program (i.e. agendas, meeting minutes, updates to program charter and Appendix K of the Service Level Agreement).
- Work with all areas within Treasury to ensure user needs are met by the TDW.
- Work with DCO and Treasury DTMB Data Warehouse Manager to analyze the impact of projects on the performance and efficiency of the TDW.

Duty 5

**General Summary of Duty 5**                      **% of Time 5** \_\_\_\_\_

As directed by management, participates in special assignments and/or projects including a variety of professional and miscellaneous duties.

**Individual tasks related to the duty.**

- Participation in continuous improvement teams.
- Staff education.
- Participate in and complete special projects for the Department of Treasury.

Duty 6

**General Summary of Duty 6**                      **% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

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

This position works within general methods and procedures and exercises considerable independent and expert judgment in such areas of research techniques, methods, procedures and standards. Scope of reviews and analyses, evaluation criteria, written and graphical report format. Resolution of complex issues as business lead in obtaining, generating and capturing Meta Data and development of standards and procedures for the Treasury Data Warehouse.

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

Decisions that would affect Treasury or Bureau policies, procedures or practices. Implementing new systems, programs or program revisions. Decisions where precedent has not been established.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

General office setting; lighting, air temperature control. Pushing, pulling and/or lifting up to 25 pounds. Prolonged sitting and standing. Extensive use of computer and related equipment. High exposure to advanced technology. Some travel maybe required.

**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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>


20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input type="checkbox"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> 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?

Monitoring of all Treasury data in the State's Teradata Warehouse to ensure timely and accurate data is loaded for Department-wide use. Development of standards, procedures and recommend toolset for the Treasury Data Governance Program. Participates in obtaining, generating and capturing Meta Data. Responsible for creating the test returns used by data warehouse test teams for integration and user acceptance testing. Create the annual or biannual evaluations of TDW for both structure and content. Participates in executing a strategic plan for upgrades and improvements to the TDW for all Treasury systems impacted by the warehouse. Test for adherence to the DTMB Treasury Partnership Agreement as it relates to data governance issues. Participates in the testing of the TDW to assure that the needs of the Treasury business areas are met.

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

N/A PD blocks 6, 7& 18 updated.

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

This unit is responsible to monitor and oversee the Treasury Data Warehouse to ensure timely and accurate data is loaded for Department wide use. This position is responsible for the development of data naming standards, metadata, definitions and tests all data maintained in the Treasury Data Warehouse.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

Departmental Analyst 9 – P11: Possession of a bachelor's degree in any major.

**EXPERIENCE:**

Departmental Analyst 9 - No specific type or amount is required.

Departmental Analyst 10 - One year of professional experience.

Departmental Analyst P11 - Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to recognize, gather, assemble, correlate and analyze facts; draw conclusions; define problems; and devise solutions and alternatives. The ability to research, investigate and provide evaluation of new software or hardware technologies available that could benefit users of the TDW. The following are important: organizational ability, good communication skills, ability to work under pressure and in an adversarial role, ability to make decisions, diplomacy, and flexibility. Also needed is the ability to implement and direct change, and a thorough knowledge of departmental procedures, policies, goals, etc. Thorough knowledge of Teradata databases and data modeling using BI Query.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

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