

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

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 Information Technology, Management & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Customer Service Supporting LARA, MDOS, DIFS, & Gaming
4. Civil Service Classification of Position Information Technology Programmer Analyst P11	10. Division LARA Lansing
5. Working Title of Position (What the agency titles the position) Application Developer	11. Section Application Development Section
6. Name and Classification of Direct Supervisor Derek Brown - Information Technology Manager 14	12. Unit Application Development Unit 6
7. Name and Classification of Next Higher-Level Supervisor Jes Golka- State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work Hybrid Work Location, 2 Days onsite at 611 W. Ottawa, Lansing, MI 48933 - 3 Days Remote Work 8:00 A.M. – 5:00 P.M (Or approved alternate schedule)

14. General Summary of Function/Purpose of Position

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). Assignments will provide for the development, testing and deployment of application releases, updates and modifications within a client/server and web server environment and Sass Solutions. Project assignments and activity will be executed within the framework of the State of Michigan System Engineering Methodology (SEM).

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 80%**

The position assists in the design, integration, implementation, maintenance and enhancement of web based applications for the supported departments' use.

Individual tasks related to the duty.

- Participate in project review meetings and project workgroups.
- Design and document IT solutions that are 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.

Duty 2

General Summary of Duty 2 **% of Time 10%**

Create, update and maintain system documentation.

Individual tasks related to the duty.

- Create documentation and user manuals.
- Create test plans and training documentation.
- Maintain and update system documentation

Duty 3

General Summary of Duty 3

% of Time 10

Other duties as assigned by management.

Individual tasks related to the duty.

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 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

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

- Decisions impacting priorities or goals of the agency and DTMB.
- Deviations from standards, practices and policies of LARA, DTMB or the State of Michigan.
- When the decision impacts the Agency's IT strategic direction
- When the decision results in a business process change
- Decisions affecting the budget and/or agency policy.
- Decisions regarding deadline changes.

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.

Standard office environment. 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.

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.)

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

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.

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?

I agree

23. What are the essential duties of this position?

This position must work well in a customer focused, service delivery environment and promote the integrity of the department. In performing these duties, the systems analyst must be an initiator who is able and ready to act as the liaison for all Information Technology matters on behalf of the client.

Clear communication with other analysts, project managers and with the client, both listening and lending professional advice.

Information relative to the client and the team must be clearly conveyed and received through a variety of media in a manner that is effective, engages the audience and is clearly understood.

Critical Job Role: Application Developer

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.

Vacant position

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, This position will support systems hosted and being utilized in Accela Software solutions in addition to using .net/HTML5/Angular to expand services provided.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Required:

- Experience with ASP.NET, JavaScript, C#, MVC, jQuery, HTML5, CSS, Oracle and Microsoft SQL programming languages.
- Knowledge of application and database development and access methods.
- Knowledge of systems development lifecycle methodologies used in the development and maintenance of computer systems.
- Knowledge of the concepts and operating principles of data communications and data processing hardware and software.
- Knowledge of the principles, theories, techniques and methodologies of data processing systems analysis.
- Knowledge of browser based (web) and object oriented application design techniques and tools.
- Ability to recognize, gather, assemble, correlate and analyze facts; draw conclusions; investigate and define problems; and devise solutions and alternatives for automated information technology systems.
- Ability to effectively make oral and written reports and prepare clear and concise presentations.
- Ability to conduct effective requirements gathering interviews and establish and maintain effective relationships with system users.
- Ability to communicate effectively with others particularly technical terminology at a level appropriate to the audience.
- Ability to prepare detailed written instructions and documentation.

Desirable:

- Angular2, JSON

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Michigan Driver's License, as duties may involve the use of a personal vehicle.

EXPERIENCE:

No specific amount or type is required.

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