1. Position Code

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** Technology, Management & Budget
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Agency Services
4. Civil Service Classification of Position Information Technology Programmer Analyst 12	**10. Division** Agency Services/MDOT
5. Working Title of Position (What the agency titles the position) Senior Application Developer	**11. Section** Project Planning and Delivery
6. Name and Classification of Direct Supervisor BRUEWER, JOSEPH G; INFO TECH MANAGER-3 14	**12. Unit** Construction Delivery
7. Name and Classification of Next Higher Level Supervisor LABEAN, JEFF; STATE ADMINISTRATIVE MANAGER-1 15	**13. Work Location (City and Address)/Hours of Work** C&T, 8885 Ricks Road, Lansing, MI 48909 / 8:00 A.M. – 4:30 P.M. (hours may vary)

14. General Summary of Function/Purpose of Position

As a Senior 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 DTMB-AS-MDOT AASHTOWare Project. This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems.

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15. Please describe your <u>assigned</u> 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**   **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 server as Agency Services liaison to external consultants.

Individual tasks related to the duty.

- 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.
- 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.
- Assist Architect or DBA to draft technical database model that:
  - Complies with audit separation of duty requirement
  - Captures requirements of data elements
  - Designs data elements to best meet application needs
- Reviews and approves updates to systems documentation
- Serves as a team lead and resource, directing the code development, providing advice and guidance to other development staff.
- Reviews and approves recommended design solutions.
- 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.
  - Work with the solutions architect to setup guidelines/processes on code review.
- 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.
- Develop plans and coordinate implementation of tool/environment upgrades with guidance and review from the solutions architect (SA).
- 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 of Duty 2   **% of Time** _____ 35

Perform Production Support and Maintenance activities and lead in the delivery of services to the client agency, MDOT.

Individual tasks related to the duty.

- Understand SBM Process and complete assigned maintenance requests.

- Troubleshoot production issues.

- Become a SME on the development of Agency Views.

- Assist with various American Association of State Highway and Transportation Officials (AASHTO) related work including work on Technical Advisory Groups (TAGs) and Technical Review Teams(TRTs).
- Assist interfacing systems with questions on how to access AP data.

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Duty 3

General Summary of Duty 3   **% of Time** _____ 5

Other duties as assigned by management

Individual tasks related to the duty.

- • Perform tasks assigned by DTMB management as needed.
  • Perform tasks requested by client(s) as needed and approved.
  • Perform impact analyses and stay current on relevant technologies as required.

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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.**

    • Decide how to program\configure\customize the system to achieve the desired results.
    • Analyze and evaluate customer requirements and recommend system changes to meet the requirements.
    • Prioritize daily tasks and work efforts to align with DTMB manager, Technical Project manager and PMO project manager priorities.
    • Perform initial development testing and determine if changes are ready for end user testing.
    • Determine severity of production issues and escalate as needed to ensure required resources are resolving the issue

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

    • When a decision impacts departmental and/or division goals or priorities.
    • Workload prioritization and authorization to start new or expand existing projects
    • Authorization for recommended purchase of hardware and software.
    • Approval to move changes into production.

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.)**

NAME	CLASS TITLE	NAME	CLASS TITLE

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?**

23. **What are the essential duties of this position?**

• All duties listed are essential to the position.

Critical Job Role: Systems Analysis and Design for DTMB-AS-MDOT Project Planning and Delivery section and Construction Delivery Unit.

Competencies:

    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.**

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

The work area is responsible for information technology administration, project management and technical support for the construction aspects of all road, bridge and airport construction projects awarded for contract by MDOT. AASHTOWare Project AASHTOWare Project Construction Materials Agency Views and Mobile Inspector are the key elements for this work area as the software used by staff at MDOT, local agencies, consultant firms and contractor organizations to manage the construction projects under MDOT's $1.5 billion annual road and bridge construction program. This position is required to ensure that AASHTOWare Project Construction\Materials Agency Views are created and maintained as needed

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.

EXPERIENCE:

Two years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

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**