

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Early Education
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST	10. Division Child Development & Care
5. Working Title (What the agency calls the position) Data & Technology Specialist	11. Section Technology, Data & Compliance
6. Name and Position Code Description of Direct Supervisor JETER, CHRISTINA M; DEPARTMENTAL MANAGER	12. Unit
7. Name and Position Code Description of Second Level Supervisor WALRAVEN, LISA B; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St., Lansing, MI 48933 / Monday- Friday 8:00 AM – 5:00 PM
14. General Summary of Function/Purpose of Position This position supports the Child Development & Care (CDC) division in the area of technology, data, and compliance. Serving as the Technology Specialist, this position serves as a Subject Matter Expert (SME) in the department on technology and data needs. This position assists management in setting strategic IT direction and prioritizes the Department's technology projects based on CDC program goals and objectives. This position will serve as the CDC liaison with the Michigan Department of Health & Human Services (MDHHS), Department of Education (MDE) Department of Management and Budget (DTMB) as well as other agencies/departments to promote and facilitate CDC data and technology needs.	

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: 65

Serve as the Data and Technology Specialist for the Child Development & Care (CDC) Program.

Individual tasks related to the duty:

- Serve as Technology Specialist for the CDC Program Office regarding technical changes due to federal policy, Legislative, programmatic and other complex system and data needs. These systems include, but are not limited to, Bridges, JIRA, CCAC, I-Billing, Business Objects, and MISACWIS.
- Work with the area manager to develop long-term IT plans and make decisions on systems impacted.
- Develop and recommend strategies to address and resolve a variety of issues and problems concerning technology that impacts the CDC Program and Department.
- Determine and recommend on how best to align CDC policy and programmatic needs to various technological systems.
- Develop technical and program requirements for future implementation and coordination with technical teams.
- Develop testing scenarios to ensure smooth implementation of program requirements for systems such as JIRA and Bridges.
- Prepare and coordinate data and technical reports for federal, programmatic, managerial, and partner/research reporting and evaluation requirements.
- Conduct cost/benefit analysis of new technology and make recommendations based on the results of the analysis to management.
- Identify training needs and develop training materials.
- Create and maintain dashboard information regarding the status of identified problems and/or updates with Bridges, JIRA, and CCAC.
- Represent leadership at meetings and committee regarding technology business needs for the department.
- Identify and keep current on new and emerging technology relevant to the CDC program.

Duty 2

General Summary:

Percentage: 25

CDC liaison with the Department of Health & Human Services (DHHS), Department of Education (MDE), Department of Management and Budget (DTMB) as well as other offices/agencies/departments to promote and facilitate CDC Technology needs.

Individual tasks related to the duty:

- Serve as the CDC Technology SME at requirements gathering sessions, and other technical meetings, such as, but not limited to, CDC Requirements Scope sessions, and technical discussions with DTMB, to articulate and advocate for CDC system needs.
- Participate in workgroups and on committees.
- Attend meetings and provide expertise on the history of CDC program changes made related functionalities such as, but not limited to, Case Reviews and payments to providers/parents using Bridges, JIRA, and CCAC.
- Develop technology planning schedules and make decisions on deadlines, the information needed, and the format for gathering the information. Coordinate testing scenarios with MDHHS, MDE, and DTMB to ensure smooth implementation of program requirements for Bridges, JIRA, I-Billing, MISACWIS and other systems across sections.
- Meet, and make decisions with MDE assigned DTMB liaisons to facilitate technology changes for JIRA and other applicable technology platforms.
- Work with the area manager for the authorization of workflow changes in JIRA.
- Prioritize technology projects based on program goals and objectives.
- Identify and troubleshoot technology issues.
- Provide technical instruction with custom creation of JIRA filters and dashboard functions.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

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.

- Identifies and troubleshoots technology issues impacting the CDC Program Office sections and Department.
- Identifies how best to align CDC policy and programmatic needs to the program's varied technological systems.
- Makes recommendations based on cost/benefit analysis.
- Authority to develop training tools.

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

- Technology updates that require additional funding.
- Decisions on outgoing communications to providers and parents that require director approval.
- Decisions that are of a political nature

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.

Most work is performed in an office setting, with limited travel to buildings within the work area for meetings.

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):

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

This position supports the Child Development & Care (CDC) Division in the area of data and technology. Serving as the Technology Specialist, this position serves as the Department's expert on technology needs. This position assists management in setting strategic IT direction and prioritizes the Department's technology projects based on CDC program goals and objectives. This position will serve as the CDC liaison with the Department of Health & Human Services (DHHS), Michigan Department of Education (MDE), Department of Management and Budget (DTMB) as well as other agencies/departments to promote and facilitate CDC technology needs.

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

This position was transitioned from MDE to MiLEAP, and the PD is being update program changes. The PD is being updated to reflect a majority of the position's duties being the data and technology specialist for the program. This position will still advise the work area on technical changes due to federal policy, Legislative, programmatic and other complex system and data needs. These systems include, but are not limited to, Bridges, JIRA, CCAC, I-Billing, Business Objects, and MISACWIS.

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

The area provides data and technical coordination and support to the CDC Division. This position serves as the Specialist in the area performing highly complex assignments with minimal oversight.

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 in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and expertise of CDC program, applications and process flows. Knowledge of the need, preparation and use of reports Knowledge of recent developments in the CCDF and legislative impacts on changes to the CDC program. Knowledge of methods of planning, developing, and administering programs. Knowledge of state and federal laws and legislative processes related to the work. Knowledge of the need, preparation, and use of reports. Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved. Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources. Ability to plan, coordinate, and expedite work projects. Ability to interpret complex rules and regulations. Ability to communicate with others verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Drivers License

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.

BERNITA KISSANE

3/5/2025

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