

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPTALTE

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Tax Compliance Bureau (TCB)
4. Civil Service Position Code Description Departmental Analyst-E	10. Division
5. Working Title (What the agency calls the position) Equipment and Security Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor THELEN, KYLE M; STATE ASSISTANT ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor RUSSELL, LATRICE; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Operations Center, 7285 Parsons Drive, Dimondale MI / M-F 8:00-5:00

14. General Summary of Function/Purpose of Position

This position provides information technology (IT) support for the bureau. The position researches and analyzes emerging technology and recommends hardware and software upgrades and enhancements based on customer feedback and data. The position serves to coordinate IT hardware and software needs for onboarding and departing employees. The position coordinates security access provisioning for staff and research security protocols to recommend action to the manager. Performs other technical and non-technical duties to support the overall IT and security functions of the bureau.

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: 50**

Provide IT technical support for bureau.

Individual tasks related to the duty:

- Researches and analyzes emerging technology and recommends hardware and software solutions to improve IT operations.
- Performs cost analysis to purchase new computer hardware and software applications and telecommunications devices.
- Determines availability of technology resources in Information Technology Asset Management (ITAM) and/or asset inventory.
- Coordinates IT onboarding and departure process for bureau staff; including but not limited to, create or transfer SOM account, set up computer equipment, order or transfer telecommunication devices, reclaim equipment, and transfer or remove licensed software.
- Analyze position requirements, research applicable security frameworks, and collaborate with hiring manager to determine security access assignment.
- Coordinates security onboarding and departure processes for bureau staff.
- Create, update, and monitor IT-related requests and purchases for reports to the manager.
- Evaluates organizational and operational IT needs and provides reports to the manager.
- Analyze onboarding and departure information to determine appropriate methods for achieving bureau program goals.
- Coordinates delivery and installation of hardware and software requests to end users.
- Provides technical support for the bureau to remediate, repair and/or replace IT equipment.
- Recommends training for staff on new technologies.

Duty 2

General Summary: **Percentage: 25**

Provide security access support and monitoring for bureau.

Individual tasks related to the duty:

- Research and analyze security frameworks of bureau specific applications and collaborate with business application manager to maintain provision requests.
- Analyze security access for bureau employees to document access is related to assigned duties.
- Evaluate sensitive systems and processes to ensure compliance with state and federal security standards.
- Analyze systems and processes to identify security risks and provide recommendations for controls to the manager.
- Create, prepare, and analyze security reports as needed.
- Collect, update, and monitor assigned security access for access control reconciliation reports.
- Research enterprise and agency security protocols to provide recommendations to the manager.

Duty 3

General Summary: **Percentage: 15**

Facilitate bureau IT hardware and software coordination, and security practices through interaction with agency leads.

Individual tasks related to the duty:

- Serve as IT liaison and provide reports to the manager regarding technology updates and initiatives and the impacts.
- Serve as security liaison and provide reports to manager regarding security updates and initiatives and the impacts.

Duty 4

General Summary: **Percentage: 10**

Performs related functions, as appropriate, and non-essential functions, as required.

Individual tasks related to the duty:

- Other duties and special projects, as assigned.
- Provide recommendations for work area process improvement to the manager.

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

- Determining appropriate information technology (IT) hardware and software solutions based upon data received.
- Ongoing processing of user accounts, or changes required based upon issues reported.
- Contacting other staff within DTMB and Treasury to seek and/or disseminate information.

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

- Matters that have policy ramifications.
- Matters with budgetary implications or that potentially impact other Treasury work areas, agencies, taxpayers, or external stakeholders.
- Matters requiring approval from the division administrators, bureau administrators, or deputy treasurer.

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.

Standard office equipment, some repetitive motion tasks; walking, standing, sitting, stooping, reaching, lifting approximately 20 pounds are required. Viewing computer monitor daily. Position may include duties with priority deadlines, special processing or other sensitive details that must be handled expeditiously. Some travel may be 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.

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 provides information technology (IT) support for the bureau. This position researches and analyzes emerging technology and recommends hardware and software upgrades and enhancements based on customer feedback and data. The position serves to coordinate IT hardware and software needs for onboarding and departing employees. The analyst coordinates security access provisioning for staff and research security protocols to recommend action to the manager. Performs other technical and non-technical duties to support the overall IT and security functions of the bureau.

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

Position has grown to include more advanced security oversight responsibilities. In addition, the position functions include research and analysis of technology (IT hardware and software) to ensure the leverage of appropriate technology for staff to be more effective in performing compliance tasks.

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

Tax Compliance Bureau is responsible for field audit, tax discovery operations, criminal tax enforcement, and business operations activities. The bureau operates as a central processing point for compliance activity within Treasury. This position is responsible for information technology (IT) and security requirements of the bureau.

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 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.

Alternate Education and Experience

Departmental Analyst 9 - P11

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

Departmental Analyst (Departmental Trainee) 9 (State of Michigan Employees ONLY)

Education

Educational level typically acquired through completion of high school.

Experience

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical aptitude.

Knowledge of hardware and software technology and their applicable uses.

Knowledge of rules, regulations, policies, and procedures.

Knowledge of techniques for use of reference materials and organizing data for reports.

Effective written and verbal communication skills.

Ability to work under pressure and handle multiple problems simultaneously.

Ability to research and analyze information.

Ability to maintain a positive attitude in deadline with customers.

Ability to organize, evaluate and present complex data and information effectively.

Ability to build and maintain strategic working relationships.

Ability to conduct training and information sessions for a diverse audience.

Ability to maintain favorable public relations.

Ability to maintain confidentiality in highly sensitive situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

This position has a FTINPRINT sub-class code. The sub class code indicates the position has access to Federal Tax Information (FTI) and requires passing of a fingerprint-based background check per IRS Publication 1075.

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.

None

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

CARLA JENKS

5/7/2026

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