Position Code
1.

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** TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Customer Experience
4. Civil Service Position Code Description Departmental Specialist 13	**10. Division** Relationship Management
5. Working Title (What the agency calls the position) Data Visualization Specialist	**11. Section** Technology & Reporting
6. Name and Position Code Description of Direct Supervisor GIBRIL, MOHAMED; DEPARTMENTAL MANAGER-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor DAVIS, STEPHEN P; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** Constitution Hall, 525 W. Allegan, Lansing / 8:00-5:00 Monday - Friday

14. General Summary of Function/Purpose of Position

This position will design and implement data conceptualization strategies and techniques to meet DTMB CPS and all 23 agency procurement office expectations, and convert needs into dashboards and reports. The specialist will be responsible for importing complex data from various systems, analyzing data, and providing Management with a clear understanding of data through the utilization of advanced conceptualization techniques. They will use their knowledge of data acquisition and organization to develop complex visualizations of the program's performance and efficiency and be responsible for building complex relational data models to identify correlations between various data elements. Additionally, this role will serve as the technical advisor for all procurement business requirements gathering and new technologies implementation. This position will provide procurement senior leadership with business understanding of system implementation requirements and needed resources.

This position will participate in special projects, conduct presentations, attend meetings on behalf of the DTMB CPS Technology and Reporting Section or DTMB CPS, and work with peers and management to resolve issues related to the program area. This employee contributes to the continuous improvement of DTMB CPS by participating on committees as directed, tracking, and aligning Bureau visualizations and metrics, and assisting in the development and implementation of strategic goals.

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:**   **70**

Serve as technical advisor and liaison for conceptual visualizations for DTMB CPS and all 23 agency procurement offices as well as technical advisor for DTMB CPS business requirements gathering and new technologies implementation.

Individual tasks related to the duty:

- Technical Advisor and Liaison of Conceptual Visualizations:
    - Identify or design the tools needed to convert data concepts into visual resources.
        - Formulate Extract Transform and Load (ETL) procedures and establish data pipeline to transfer data from the source to the intended visualization tool.
        - Design logical structures and statements using Data Analysis Expressions (DAX) for application in visualization tools to achieve DTMB CPS program needs.
        - Design and implement complex data models in PowerBI to meet DTMB CPS business needs.
        - Develop actionable ideas for visualization projects using data acquisition and organization knowledge.
    - Analyze project data using statistical methodologies and visualization knowledge
        - Utilize visualization grammar concepts to build appropriate graphs and diagrams
        - Identify data anomalies and recommend modifications of policies and/or procedures for issue resolution.
    - Serve as a technical advisor on MiProData as well as system data retrieval and data modeling of DTMB CPS Sourcing Bureau solicitation information.
        - Utilize MiProData to develop the DTMB CPS Performance Dashboards necessary to meet the goals of the office.
            - Evaluate DTMB CPS and all 23 agency procurement dashboards for compatibility and effectiveness; report all issues to Section Manager.
        - Validate system requirements with DTMB CPS Sourcing Bureau Director and cross-reference requirements with DTMB CPS Category Division Directors to achieve consensus between all stakeholders.
        - Plan, organize, and direct user testing groups for MiProData.
        - Serve as primary Technology and Reporting contact with DTMB Agency Services, in relation to MiProData implementation and maintenance.
    - Coordinates work of the DTMB CPS Technology and Reporting Section to design and build technical processes to address business needs.
    - Lead cross-functional teams using advanced data modeling and analysis techniques to support both DTMB CPS and agency procurement offices.
- Technical Advisor for DTMB CPS Business Requirements and New Technologies Implementation:
    - Analyze and identify business needs and requirements of data owners and stakeholders.
        - Use agile methodologies to capture and turn business needs into technical actionable written requirements
        - Develop and implement processes and procedures to ensure quality standards and organizational expectations.
    - Analyze, examine, interpret, and report results of analytical initiatives to stakeholders across both the Relationship Management and Sourcing Operations Bureaus within DTMB CPS.
        - Conduct cost-benefit analysis and provide procurement leadership with options and costs associated with implementation or acquisition of new technologies.
    - Plan, organize, direct, and recommend future improvements for DTMB CPS Category Division Directors.
    - Act as a liaison with DTMB Agency Services to meet future demands of the DTMB CPS Sourcing Operations Bureau and design/implement solutions to meet those needs.

Duty 2

General Summary: **Percentage:**   **20**

Provide data analysis and operational support for DTMB CPS programs, projects, and related systems. Research, review, analyze, interpret, and compile data to make recommendations to support strategic and programmatic decisions.

Individual tasks related to the duty:

- Conduct complex data analysis and investigation for customer requests, explain results, and make appropriate recommendations.
- Develop a proactive methodology for effective data management by collecting, analyzing, and reporting on disparate data sources.
- Analyze, improve, and customize current data solutions to meet business functional and non-functional requirements.
- Develop and document standard data processes.
- Research new and existing data sources to contribute to new development, improve data management process, and make recommendations for data quality initiatives.
- Conduct various statistical and trend analyses and recommend system parameters/thresholds that improve business effectiveness and efficiency.
- Perform periodic data quality reviews; determine root cause for data integrity gaps resulting from previously uncontrolled migrations to provide appropriate data resolution and remedy process.
- Ensure timely resolution of queries and data issues.

Duty 3

General Summary: **Percentage:**   **10**

Other duties as assigned

- Work on special projects as assigned by leadership.

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

This position utilizes general industry methods and procedures related to data analytics and visualization, exercises considerable independent and expert judgment to apply proper course of action in developing and deploying visualization and analytics tools.

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

Any contract, policy, or systems changes require supervisor review.

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.

The physical effort normally associated with a general office environment, the ability to use a computer, and travel outside of the office.

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):

N	Complete and sign service ratings.		?	Assign work.
N	Provide formal written counseling.		N	Approve work.
N	Approve leave requests.		N	Review work.
N	Approve time and attendance.		N	Provide guidance on work methods.
N	Orally reprimand.		?	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?

Prepared by management.

23. What are the essential functions of this position?

Supporting visualization tools and conducting research and information gathering in support of the data analytics activities of DTMB CPS.

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 Technology & Reporting Section provides spend data analysis, technology implementation, KPI tracking, dashboards, reporting and visualization development and strategic planning support to DTMB CPS and agency procurement areas. This position will transform complex data into meaningful actionable visualizations and will serve as a focal point with DTMB Agency Services in support of MiProData (the new Procurement contract management application currently in multi-year development).

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:

- Preference for majors in finance, accounting, statistics, computer science or data analytics.

- Advanced experience of database structure and statics.

- Excellent knowledge in analytical programing languages such as Python, R, SQL, Java and/or MATLAB.

- High level experience with Microsoft Access, Excel, and other Office software.

- High level of experience Business Objects.

- Ability to organize and clearly present information, both verbally and in writing.

- Ability to manage multiple projects/deadlines and determine priorities.

- An analytical mindset and critical thinking.

- Detail-oriented and excellent concentration ability.

- Project management Skills.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

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.

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**