

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 LEO-MSHDA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Technology Services and Information Security
5. Working Title (What the agency calls the position) IT Security and Privacy Analyst	11. Section IT Security and Privacy
6. Name and Position Code Description of Direct Supervisor HILL, SAVILLE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor WHITAKER, MARK; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

14. General Summary of Function/Purpose of Position

The Office of IT Security and Privacy is responsible for policy development, system security access and security support for various applications/systems, including security monitoring and enforcement, and investigation of security incidents. This Analyst position will be responsible for administering system security for systems, including Grants Management. The fundamental duties of this position are to design and establish appropriate security roles and work profiles for multiple MSHDA program areas. The analyst acts as a liaison between the State, vendors and DTMB. The analyst must understand security, troubleshoot security related processing problems and be able to implement and understand security and internal controls when administering system security. This position is also responsible for the annual user rights review to ensure ongoing compliance with privacy and security laws, regulations, and internal controls and for developing and maintaining policies, procedures, and training materials. This position also processes forms ensuring appropriate user access to MSHDA Systems is added, changed or deleted.

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: 60

Position will be responsible for administering systems security for a newly developed and/or a significantly modified MSHDA system(s).

Individual tasks related to the duty:

- Design and establish appropriate security access roles and work profiles within a system/application. Define user compatible, undesirable, and incompatible access rights within a system and across systems. Analyze the impact of state and federal security standards, state and federal statutes and regulations that apply to MSHDA's and DTMB's internal processes and policies.
- Assist project leader and liaison and meets with business, technical, and contractual staff to establish the security requirements for new implementations in MSHDA systems that are required by business and to balance those business requirements between performing job duties and complying with MSHDA Security standards and policies.
- Assist project leader and liaison and meets with business, technical, and contractual staff to determine changes needed to Security Access Roles that allows users access needed to perform job duties and complies with MSHDA Security standards and policies.
- Define and implement security monitoring reporting requirements, execute, and analyze reports on an ongoing basis.
- Monitor a newly or significantly modified system/application to ensure appropriate access, enforce separation of duties, and act in a troubleshooting capacity for security access and control problems.
- Perform the Annual User Access Rights Review to ensure ongoing compliance to privacy and security regulations and standards.
- Process forms ensuring appropriate user access is added, changed or deleted.
- Assist Manager with establishing and maintaining procedures and training material for the integrated tax system.
- Assist Manager with establishing and maintaining standards, best practices, and security controls for access for newly developed and/or a significantly modified system.
- Investigate routine system access rights and system security related questions/concerns.
- Work in collaboration with the Manager and Security Liaison within the business areas to design and implement Security Access Profile Frameworks. This will be reviewed annually for additions, changes, and appropriate user profile administration.
- Review access rights for employees and contractor staff and ensure access removal upon termination of employment to comply with State statutes and regulations regarding internal and external users.
- Assist Manager with establishing and maintaining procedures that follow national and international security standards for defining systems access roles and Security Profile Frameworks for the tax system.
- Assist Manager with user support during User Acceptance testing and various releases for the Grants Management system.

Duty 2

General Summary:

Percentage: 20

Position will troubleshoot routine and/or significantly modified information system security related problems and implement various data security laws, rules, regulations, state and federal standards.

Individual tasks related to the duty:

- Research and analyze security protocols, legal authority, rules, regulations, and standards and apply these standards to MSHDA's internal processes to assist in developing procedures regarding external business users' access requests.
- Analyze and interpret system access and control data and reports.
- Run queries based on management needs and to comply with various security monitoring standards.
- Draft recommended changes to access roles and procedures in relation to system security administration.
- Develop templates, matrixes, and other aides; provide consultation and support to various program areas regarding information security, security controls and administration.
- Research new security tools and methodologies for the security of MSHDA information and its information resources.
- Conduct special studies and propose improvements to security, access controls, and process efficiency.
- Prepare and present concise reports and necessary correspondence.

Duty 3

General Summary:**Percentage: 15**

Position will assist Manager with the development and updating of internal training materials and procedures and provide the system specific training to staff.

Individual tasks related to the duty:

- Assist Manager with the development and updating of internal training materials and provide training to staff.
- Assist Manager with development and maintaining separate training materials for security representatives; Password Managers: Usercode Managers, Security Liaisons to the MSHDA Office of IT Security and Privacy, and Transaction Rights Managers.
- Assist Manager with training Password Managers, Usercode Managers, Security Liaisons, and Transactions Rights Managers with delegated security responsibilities, as necessary.
- Establish, distribute, and maintain Security Awareness material for all users of MSHDA information technology resources.
- Develop and distribute communications to security representatives related to changes, special instructions, draft guidelines, draft forms, and other relevant information.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned

Individual tasks related to the duty:

- Perform special assignments and tasks as assigned.

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

The Analyst takes the initiative to identify incompatible security access and makes recommendations to remediate such findings to the business owner(s). Inability to do so may compromise the quality of security for this system that processes funds annually. The Security Analyst must take initiative to perform troubleshooting activities, develop adhoc reports, and to determine when issues should be escalated to the Office Administrator and Security Director. The Security Analyst assists with creating and maintaining procedures for access roles affecting internal and external customers upon analyzing the impact of security standards and security best practices

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

Decisions regarding the acquisition of new security technologies, as well as system changes.

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.

Work is primarily sedentary in a standard office environment with minimal physical effort, involving computer use, meetings, occasional walking, and infrequent light lifting of office or IT equipment. No regular exposure to hazardous conditions or strenuous activity.

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):

- | | |
|---|--|
| ☐ 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. |

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?

The essential duties of this position are:

- Establish and maintain procedures for defining access roles within a newly developed and/or a significantly modified system.
- Assist in developing Security Access Frameworks and review new technologies and initiatives.
- Run queries based on management needs and to comply with various security monitoring standards.
- Analyze the impact of security standards and security best practices and apply these standards to MSHDA's internal processes and procedures.
- Act as a liaison between the state, vendors and with DTMB for information system problems, changes and/or enhancements.
- Assist in developing and maintaining internal training materials and procedures and provide training.

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

New position

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

MSHDA, Office of IT Security and Privacy is responsible for information technology privacy and security for all MSHDA systems and applications. This includes policy development, access rights administration and controls, system security administration, security monitoring, auditing, developing business continuity plans, and handling security incidents.

This position is responsible for performing security analyst assignments. The position serves as a team member by assisting the Office Administrator and Security Director to ensure adequate security and access controls, with system development and oversight, developing and maintaining guidelines, reviewing reports, and analyzing information.

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 - 12

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience in the following areas:

- Troubleshooting technical issues
- Providing IT application training
- Researching technical solutions
- Conducting User Acceptance Testing
- Granting System Access

Demonstrated Knowledge of common office productivity software, such as MS Word, Excel, PowerPoint and Visio; and Screen capture tools such as SnagIt or Snippet. The ability to work independently or in groups, communicate effectively, manage multiple priorities and facilitate meetings.

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.

AMBER MARTIN

7/28/2026

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