

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance and Administrative Services
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Technology & Security Division
5. Working Title (What the agency calls the position) IT Strategy Analyst	11. Section IT Strategy Section
6. Name and Position Code Description of Direct Supervisor SHERMAN, RUSSELL; STATE ADMINISTRATIVE MANAGER 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor THELEN, COLE; STATE DIVISION ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa, Lansing, MI 48933 / 8:00 a.m. to 5:00 p.m., Monday - Friday
14. General Summary of Function/Purpose of Position	
<p>This position serves as the IT Strategy Analyst responsible for providing efficient and timely support to designated bureau business sections pertaining to the completion of a variety of projects ranging between large-scale agency initiatives, new technology implementations, Department of Technology, Management and Budget (DTMB) mandates, and existing system/program enhancements. The position will be responsible for developing and enforcing business best practices across all the designated agencies using these platforms. These best practices will include areas such as security, release management, configuration, document storage and reporting. The position will work with DTMB and designated LARA bureaus to identify and prioritize all the outstanding work on these platforms. This position will be responsible for various communication requirements, internal or external communication to designated bureaus, vendors and DTMB, stakeholder presentations, informational sessions that would outline technology initiatives and written updates to executive team members. These services include guidance to bureau users and support personnel in the form of expert input into tasks and decisions.</p>	

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: 45

As the IT Strategy Analyst is responsible for working with designated bureaus and DTMB to develop and document business requirement packages and effectively tailor them for presentation to a vendor and for application specific implementation. Coordinate with department staff across the department, work closely with the agency bureaus and DTMB, providing advocacy to ensure all the necessary steps are completed for the deployment of project artifacts to test and production environments.

Individual tasks related to the duty:

- Assist with the translation of business requirements into agile user stories and test cases as needed to support the implementation of enterprise applications.
- Develop and monitor defect tracking logs and facilitate problem resolution.
- Assist with IT projects and DTMB mandated initiatives by collaborating with designated bureau leadership, DTMB, and subject matter experts.
- Assist with the standardization maintenance and operations procedures for requesting IT specific work.
- Assist bureaus business areas with long-term IT strategic goals and road map items.
- Communicate and understand all major technology upgrades such as Accela version upgrades.
- Use of complimentary IT tools such as Power Automate, Power Bi, and Microsoft Forms.
- Develop, design, review, approve, and validate project test plans, user acceptance test cases, and traceability matrix to ensure thorough testing by the bureau.
- Collaborate with the FAS Security and Compliance section, DTMB, and Michigan Cyber Security to achieve Authority to Operate (ATO) for IT applications.

Duty 2

General Summary:

Percentage: 20

Serve as the IT Strategy Analyst for the agency, coordinate activities necessary to ensure successful implementation and operation of enterprise applications for designated bureaus.

Individual tasks related to the duty:

- Develop business best practices for implementation and business configuration of enterprise applications.
- Ensure that designated bureaus are leveraging and sharing existing configuration, scripts, interfaces, and reports across the enterprise and not duplicating effort.
- Work with the DTMB Center for Shared Solutions as needed to support enterprise applications.
- Assist with developing an enterprise application release planning strategy, working with designated bureaus, and DTMB to plan and deploy releases to test and production environments.
- Assist with vendor and DTMB partnerships necessary to support enterprise applications.
- Assist with managing licensing for enterprise applications.
- Assist the bureaus in developing internal staff to support enterprise applications by overseeing training and knowledge transfer.
- Work with the bureaus to help prioritize enterprise development work being performed by DTMB.
- Create and oversee a bureau wide enterprise platform board to manage communication between all bureaus.
- Coordinate the scheduling of enterprise product updates and patches and ensure proper communication and adoption across the agency.
- Keep abreast of enterprise product changes and enhancements.
- Create and monitor additional agency workgroups as needed.

- Assist with the necessary approvals and changes to enterprise applications needed for any data sharing between enterprise applications and other entities, including other bureaus, state agencies and city and local governments.

Duty 3

General Summary:

Percentage: 20

In conjunction with the IT Strategy Section, oversees the implementation and maintenance of enterprise applications as necessary by supporting their use of productivity tools and development methodologies for the designated bureaus.

Individual tasks related to the duty:

- Use of project and maintenance tools like Azure DevOps and Jira as needed to support enterprise application implementation and maintenance.
- Work with the bureaus and DTMB to translate business requirements into enterprise application specific functional requirements as needed on and maintenance work.
- Serve as a point of contact with DTMB and designated bureaus to manage enterprise application deployments to test and production, ensuring the accuracy, consistency, and timeliness of standard and break fix deployments.
- Responsible for the prioritizing and triaging of enterprise application issues and determining if they need to be addressed by the agency team, DTMB team or the vendor.
- Monitor long term IT solution traits and break fix patterns and facilitates discussions to alleviate persistent problems.
- Monitor and manage with DTMB any requests and ensure necessary software center application packages are built, tested, and deployed to coordinate with enterprise application product releases.

Duty 4

General Summary:

Percentage: 15

Other duties as assigned.

Individual tasks related to the duty:

- Special projects and assignments delegated by management.
- Gather and analyze facts, define problems, and devise or document solutions.
- Attend training as required and/or research opportunities for free or low-cost training related to the professional development of the position.
- Perform demonstrations, web research, and activities that increase the knowledge of this position and/or of the other team members.
- Contribute ideas on continuous improvement of IT processes.
- Provide input to the creation and modification of procedures.
- Research and compile information, prepare statistical reports, responses to surveys, or questions relative to enterprise IT solutions.

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

The position will utilize its knowledge of enterprise applications to assist LARA in maximizing its return on products. Decisions will be made in helping bureaus configure and maintain their enterprise applications. These decisions impact state employees, public citizens, and vendors.

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

Guidance may be sought to clarify the handling of new technologies or situations that are not currently addressed in existing policies, procedures, and guidelines.

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.

Position duties and tasks are performed in a typical office environment which includes working with standard office equipment. Some travel may be required for town hall or committee 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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Essential duties of this position are outlined in duties 1, 2, and 3 in question 15.

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

The position duties and responsibilities have changed since the position was last reviewed because of bureau and division realignments to streamline program processes. BPL responsibilities have been migrated to the new BPL IT Team.

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

Technology and Security Division staff works with bureau administration and technology staff to coordinate the implementation and maintenance of IT systems, address cyber security and direct data management and protection. This position will ensure be specifically focused on the health of enterprise applications in use across the agency.

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

None required for entry level

Departmental Analyst 10

One year of professional business and administrative experience

Departmental Analyst 11

Two years of professional business and administrative experience, including one year of experience equivalent to the intermediate 10 level in state service

KNOWLEDGE, SKILLS, AND ABILITIES:

Position requires proficient use of various computer systems and applications. Excellent verbal and written communication skills required. An understanding of the software development lifecycle is desirable. Expertise in the State Unified Information Technology Environment (SUITE) process.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's 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.

None

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