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|  | |  |  | | --- | --- | | |  | | --- | | 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 - IT | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Agency Services | | **4. Civil Service Position Code Description** | **10. Division** | | Info Tech Student Assistant | Agency Services Supporting Treasury | | **5. Working Title (What the agency calls the position)** | **11. Section** | | IT Student Business Analyst | Agency Support | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | Caroline Benveniste State Administrative Manager 15 | Compliance and Security | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | Lucy Pline State Division Administrator 17 | Operations Center, 7285 Parsons Dr., Dimondale 48821  M – F; 8:00 AM – 5:00 PM | | |  | | |  |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | As student assistant in the Department of Technology Management and Budget supporting Michigan Department of Treasury this position will track and learn analysis of IT system security documentation and business process security under the guidance of a business analyst (BA).  This student assistant will coordinate with the mentoring BA, the business, vendors, development analysts, and the Michigan Cybersecurity team to learn how to document System Security Plans (SSPs) referencing IRS Publication 1075, NIST 800-65 framework, SOC reports and other standards, frameworks, and documentation. The information will be entered into the State’s Governance, Risk and Compliance (GRC) tool.  This position will perform administrative functions in support of the security and compliance section staff in their day-to-day duties. Produce reports, presentations, and meeting minutes for security and compliance staff, as well as assist management with high priority and special projects. | | | |  | |  |  |  |  | | | |  |

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|  |  |  | |  |  | | --- | --- | | |  | | --- | | **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** | | In an IT student assistant capacity, provide business process analysis and support for Treasury software applications per established section procedures. Provide support to business analyst staff with less complex work requests. | | | | **Individual tasks related to the duty:** |  |  | | * Assists in the writing, compiling, and modification of specifications for new and existing computer applications. * Learn to provide support and assistance to users of specified systems as required, using various technologies. * Participates with staff and clients on issues relating to operating systems, software packages, and applications. * Assists the IT business analyst with requirements gathering. * Learn and understand the client’s IT business process. * Learn to design new IT systems using various technologies. * Organize program and application documentation. * Organize source library. * Provide spreadsheets, reports, and presentations for assigned project or small work request. * Prepare status reports and time reporting for work assignments. * Learn LEAN business process techniques and apply to new assignments. * Update data in enterprise project management tracking tool. * Design and organize SharePoint site for business planning section. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **20** | | As an IT student assistant provide entry level software quality assurance support: perform integration, system, connectivity and regression tests, as directed by business analyst staff. | | | | **Individual tasks related to the duty:** |  |  | | * Review and evaluate control responses and provide input to ensure compliance with work area Security Controls in System Security Plans in GRC tool for work area. * Participate in meetings with multiple DTMB teams, related to the collection evidence for adherence to Security Controls: [OAG, MISAP, IRS, CMS, SSA, FNS, ICE]. * Participate in developing or acquiring test data for the analyst to determine the accuracy of program logic to produce desired results. * Learn to test and implement new releases of specified systems as required. * Assist in maintaining Security and Compliance SharePoint and Team content. * Interpret test plans, cases and scripts. * Perform Integration tests. * Perform System tests. * Perform Regression tests. * Document and track defects in approved tools. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Perform special assignments and document processes. | | | | **Individual tasks related to the duty:** |  |  | | * Assist and document security and compliance process development. * Attend meetings and prepare meeting minutes. * Special research assignments for priority work requests. * Prepare presentations and reports as assigned. * Prepare meeting handouts. | | | | | | | | | | |  |
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|  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | The student assistant uses some judgment but does not make decisions independently. He/She follows the policies/procedures outlined by the immediate supervisor or an experienced analyst. | | | | | | | | |  |
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|  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | When a new problem is involved that a student assistant has not dealt with previously. All work is reviewed while in progress. | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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 is within an office environment. Use of keyboard and computer. Daily use of shoulders and arms to sort, distribute and deliver mail. May involve lifting up to 50 pounds. Environmental conditions include the potential for handling of suspicious types of mail for which there are defined Emergency Procedures. | | | | | | | | | |  |
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|  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | N | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | N | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | N | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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| |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes. | | | | | | | | | | |  |
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| |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | The student will acquire a working knowledge for an IT business analyst by learning the business processes needed to design and/or enhance IT systems in a complex environment. It is expected that the student will become familiar with Agency systems and procedures in the business planning section. This position provides support to the IT business analysts and management by performing a wide variety of tasks. The level of responsibility is commensurate with the student’s academic attainment. Working knowledge of MS Office Professional is required. | | | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | N/A | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The Department of Technology, Management and Budget provides IT support to agency clients. This position will assist with gathering requirements for System Security Plans (SSPs) and assisting other IT business analysts working on SSPs. The student will also assist management by performing a wide variety of tasks. | | | | | | | | | |  |
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|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** | | | | | | |  | |  |  |  |  |  |  |  | | |  | | --- | | **EDUCATION:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Current enrollment in post-secondary educational institution in an IT related degree program. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **Information Technology Student Assistant A**  No specific type or amount is required. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Knowledge of general office practices. Willingness to work and ability to listen and carry out instructions responsibly; good attitude is of great importance, as well as being able to accept guidance by senior analysts. Skills using Microsoft spreadsheets, Word documents and Visio diagrams. Use of MS Access database tools are a plus. Ability to pay attention to detail is important. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None required. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | N/A | |  | |  |  |  | | | |  |
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