

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Technology, Management & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agency Services
4. Civil Service Classification of Position Information Technology Programmer Analyst 12	10. Division Agency Services Supporting LEO
5. Working Title of Position (What the agency titles the position) Senior Application Developer	11. Section Application Services and Operations
6. Name and Classification of Direct Supervisor Vasundhara Sistla, ITM 14	12. Unit Development Team
7. Name and Classification of Next Higher Level Supervisor Tina Mitchell, SAM 15	13. Work Location (City and Address)/Hours of Work 4125 W St Joe HWY, Lansing 48917 8:00am – 5:00pm (may vary)
14. General Summary of Function/Purpose of Position As a Senior front end Application Developer, the employee performs a complete range of information system analyst assignments including, but not limited to, designing, developing, testing, and implementing computer systems and applications for the Department of Technology, Management and Budget supporting the Agency Services of the Labor and Economic Opportunity (LEO) Vocational Rehabilitation. This position serves as technical resource responsible for development activities and work with other development and support staff to enhance the capabilities and stability, improve performance, and ensure reliable functionality of the web applications. The Senior Application Developer will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems and leads less experienced application developers. This employee will maintain and develop applications using the following tools: Microsoft Visual Studio, Visual Studio Code, Microsoft SQL Server Management Studio, Azure DevOps, Git Version Control, Agile Methodology, and other software as required. Technologies: HTML, CSS, JavaScript, TypeScript, XML, JSON, C#, ASP.NET, SQL, Selenium, Web Services.	

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 70%

Serve as team lead and resource directing the programming, testing, and implementation of new and existing complex web-enabled or client/server data system applications following industry and DTMB development standards. Develop or approve plans for testing and implementation of web-enabled or client/server data system applications, evaluate impacts of changes and new technology, recommend solutions to persistent problems, and server as Agency Services liaison to external consultants.

Individual tasks related to the duty.

- With the Business Analyst, takes a lead role in presenting the information gathered to the Project Review Board and/or Project Sponsors during project review meetings, project workgroups and to the Technical Review Board providing clarification and answers to questions.
- Design and document IT solutions when new technology is involved with guidance and review from the solutions architect (SA) to ensure the software architecture aligns with the hardware architecture and other DTMB enterprise guidelines.
- Assist Architect or DBA to draft technical database model that:
 - Comply with audit separation of duty requirement
 - Captures requirements of data elements
 - Designs data elements to best meet application needs
- Reviews and approves updates to systems documentation
- Serve as a team lead and resource, directing the code development, providing advice and guidance to other development staff.
- Reviews and approves recommended design solutions.
- Develop/design the coding standards and integration processes/objects/ framework that can be leveraged for an IT solution.
- Evaluate and identify opportunities for programming standardization.
- Lead code review to ensure strategies and applications adhere to State and agency policies, standards or guidelines. Participate in department wide coding standards review.
 - Work with the solutions architect to setup guidelines/processes on code review.
- Maintain source code within the standard version control tool.
- Evaluate and identify development exception needs. Work with a Solutions Architect to gain required approval.
- Review and approve application test plans with Business Analyst. Incorporate all levels of security, which were identified as system requirements, into test plans.
- Develop and monitor defect tracking logs and facilitate problem resolution.
- Design scripts and coordinate application peer testing, load testing and system integration testing.
- Develop plans and coordinate implementation of tool/environment upgrades with guidance and review from the solutions architect (SA).
- Monitors long term IT solution trends and recommends IT solutions to alleviate persistent problems.
- Validate and finalize Local Change Board and Enterprise Change Board documents
- Provide input to procedures and ensure proper change management for all requested fixes to production systems.
- Communicate changes to DBA, Configuration Management (CM), Development team to complete the release to production.
- Create build using proper code source from the standard version control tool.
- Work with CM team to release the build to appropriate environments.
- Serve as Agency Services liaison to internal/external vendors/consultants/partners.
- Work with vendors to integrate COTS applications with State standard solutions.

- Consult with agency clients to explain complex IT processes, DTMB standards, and solutions, developing and maintaining an effective communication plan within DTMB and agency clients relating to project level metrics, bureau level project reporting, etc.
- Represent DTMB Agency Services on internal/external security policy and standards review teams with guidance and review from the solutions architect (SA).
- Prepare documentation for disaster recovery planning and implementation.
- Gather, review and analyze potential impacts of changes and inform DTMB management and supported client agency of impact and risks to existing IT solutions due to proposed legislation requests, changes in processes or procedures.
- Evaluate impact of new development tools, languages, upgrades and equipment on agency systems and make recommendations to DTMB and/or agency clients in collaboration with the solutions architect (SA).

Duty 2

General Summary of Duty 2

% of Time 10%

Under guidance and in contact with the first-line supervisor, enforcing policies, performing production support, maintenance, and agency service delivery activities.

Individual tasks related to the duty.

- Ensure policies, procedures and data processing standards are adhered to.
- Ensure that the proper operation and integrity of the computer application is maintained and in a timely manner.
- Work closely with users to define problems and design solutions.
- Frequently taking the lead role, participates with systems, programming, operations, and user staff in the solution of software and/or policy related needs or problems.

Duty 3

General Summary of Duty 3

% of Time 10%

Production Support and Maintenance: Support production IT solutions to ensure ongoing operations and correct production problems timely.

Individual tasks related to the duty.

- Research and stay abreast of product upgrades and techniques. Keep current with existing product upgrades and be aware of the effect implementation has on existing applications.
- Develop plans and coordinate implementation of tool upgrades with guidance and review from the solutions architect (SA).
- Monitor long term IT solution trends and recommend IT solutions to alleviate persistent problems.
- Validate and finalize Local Change Advisory Board and Enterprise Change Advisory Board documents.
- Provide input to procedures and ensure proper change management for all requested fixes to production systems.

Duty 4**General Summary of Duty 4****% of Time 10%**

Perform special functions appropriate to the position as assigned by the first-line supervisor or section specialist.

Individual tasks related to the duty.

- Develop training plans, demonstrations, and tools to assist our IT training effort.
- Lead task force, special committee and/or research group in development of technical applications
- Mentor and help staff learn new technologies.
- Support and supply information to complete Security documents, auditing documentation and other needed quality assurance documentation.
- Participate in Customer Support Team meetings, planning sessions, and Department of Technology, Management & Budget (DTMB) workgroups as requested.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Decisions involving the research of current system operations.

Decisions leading to the proposition of alternatives and recommendations for new processes.

Decisions involving preparation of specifications, configuration of software, program code evaluation and testing.

Decisions in support of the Department of Technology, Management and Budget, Agency Services for DHHS standards.

Determine proper modifications for requested integrations or requested processing alterations.

Advise the requestor on alternatives or solutions.

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

Setting project priorities and altering due dates.

Major changes to applications and/or processes which may disrupt a user's operation.

Department-wide upgrades or changes.

Monetary/budget issues.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Standard office environment. Use of personal computer using keyboard and mouse to perform trouble shooting, create and edit technical materials, communications with staff and clients, and reports. A minimum effort may be required to walk or drive to other locations. Majority of work is performed sitting at an ergonomic prepared workstation suitable for a personal computer or attending meetings in standard conference room settings. This position is subject to stress and pressure to resolve problems quickly and effectively.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
none			

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**
Manager prepared.

- 23. What are the essential duties of this position?**

This position must work well in a team-focused environment and promote the integrity of the department.
In performing these duties, the application programmer/analyst must be an initiator who is always ready to act as the liaison for all IT matters on behalf of the client agency.
Clear communication with other application programmer/analysts, project managers and with the client, both listening and lending professional advice.
Responsible for providing application, technical, and customer support of agency support applications.
Information relating to the client and the team must be clearly conveyed and received through a variety of media in a manner that is effective, engages the audience and is clearly understood.
Through program and system testing is essential to ensure the integrity of data and the quality of the communication with the citizens of the State of Michigan.
Competencies: Customer Focus, Technical and Professional Knowledge and Skills, Communication, Building Strategic Working Relationships, Planning and Organizing Work, Innovation and Initiating Action.

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

Backfill for senior developer, no changes

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

Agency Services LEO develops, implements and maintains the automated data processing systems required by the Bureau and Offices within LEO. It must perform these activities in compliance with ever changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing division policy/procedures/standards and maintaining operation effectiveness.

This position is part of the support structure of a service-oriented organization. Knowledgeable, technical staff are needed to meet the commitments of the Agency without further compromising staffing of other priority projects.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Bachelor's degree with 21 semester (32 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communication, networking, systems analysis, computer programming, information assurance, IT project management or mathematics.

EXPERIENCE:

Information Technology Programmer/Analyst 12 Two years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of systems development lifecycle methodologies used in the development and maintenance of computer systems.
- Knowledge of the concepts and operating principles of data communications and data processing hardware and software.
- Knowledge of Web Services for 'application to application' communication.
- Ability to write technical specifications for web and mobile applications, web services and other IT applications
- Ability to test and verify ADA compliance and site usability.
- Ability to troubleshoot agency issues and work with vendors as needed to fix issues.
- Experience in developing applications with specific focus on public face web application built using .NET framework.
- Experience in developing applications using SQL Server database
- Experience with computer programming languages, software tools such as Microsoft Visual Studio, Microsoft SQL Management Studio, Azure DevOps, C#, ASP.NET, SQL, Java Scripting, XML, HTML, Web Services, Agile Methodology.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal vehicle.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date