

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.**

<p>2. Employee's Name (Last, First, M.I.)</p>	<p>8. Department/Agency Technology, Management & Budget</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission) Agency Services</p>
<p>4. Civil Service Classification of Position Information Technology Programmer Analyst 12</p>	<p>10. Division AG, GOV, LEO-MIOSHA & MSHDA</p>
<p>5. Working Title of Position (What the agency titles the position) Senior Application Developer</p>	<p>11. Section</p>
<p>6. Name and Classification of Direct Supervisor Vacant, ITM 14</p>	<p>12. Unit</p>
<p>7. Name and Classification of Next Higher Level Supervisor Michael Weiszbrod, SAM 15</p>	<p>13. Work Location (City and Address)/Hours of Work Various, Lansing, MI 8:00am to 5:00pm, Monday-Friday</p>

14. General Summary of Function/Purpose of Position

As a Senior 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 Attorney General (AG), Michigan State Housing Development Authority (MSHDA), Michigan Occupational Safety and Health Administration (MIOSHA), and Unemployment Insurance Appellate Commission (UIAC). This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems. In this role, the Senior Application Developer participates in all phases of the software development lifecycle and provides direction and mentoring to both staff and contractors. The position is responsible for designing, developing, testing, and implementing applications and system enhancements, as well as evaluating new tools and technologies to support agency modernization efforts.

As part of a dynamic technical team, the developer works closely with clients, vendors, and DTMB leadership to deliver high-quality solutions that support critical business objectives. Strong collaboration skills, the ability to guide technical decisions, and considerable experience with development platform(s) as listed within the knowledge skills and abilities section of this position description are essential for success in this role.

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** 60%

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 serve 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:
 - Complies 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
- Serves 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** 35%

Works with the team to research, evaluate and recommend new solutions and/or software technologies for application modernization, maintenance and enhancements. Follow policies and practices, modify them as needed, or propose new policies or practices. This position is expected to mentor and/or train less experienced analysts and serve as a technical resource for others.

Individual tasks related to the duty.

- Research, collaborate, test, and recommend new development tools, languages, upgrades, and equipment for added value for our partners.
- Formulate findings in written and verbal form for presentation to supervisor staff and/or clients.
- Design, document and/or validate IT solutions that are State of Michigan standard technology using recommended technologies.
- Evaluate requests for modifications and enhancements for impact on existing applications.
- Participate in and facilitate project review meetings and project workgroups with team members and customers as needed.
- Produces Local Change Board documents.
- Provide professional technical expertise to the project managers and client agency managers and supervisors in IT project planning, development, testing, scheduling, and execution.
- Ensures project documentation follows the SUITE standard methodologies.
- Identify, communicate, and remediate potential impacts of changes.
- Perform or assist with assigned tasks for internal/external security and standards review and development.
- Validate, create, update, and maintain systems and IT programs documentation, including system specs and flow diagrams.
- Document, review and analyze identified problems to determine root cause and provide root cause analysis.
- Evaluate technical design documentation, facilitate review with other team members and finalize with the client.
- Mentor and train less experienced analysts, serving as a technical resource for others.
- Follow all version control standards.
- Train customers on the functional use of application, or team members as needed.
- Collaborate with vendors who provide IT solutions.

Duty 3

General Summary of Duty 3

% of Time 5%

Other Duties as assigned

Individual tasks related to the duty.

- Continuous training and monitoring of new technologies, methodologies, and trends to maintain and update technical skills.
- Test and evaluate software.
- All other tasks necessary and proper for a resource in this type of role.

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.

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

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>

20. My responsibility 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. |

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?

23. What are the essential duties of this position?

The essential duties of this position are to serve as the senior application developer for Department of Attorney General (AG), Michigan State House Development Authority (MSHDA), Michigan Occupational Safety & Health Administration (MIOSHA), and Unemployment Insurance Appellate Commission (UIAC) systems and to handle application development, testing, or developing work related to supporting the agency's business needs with these systems. This position leads any changes made to the systems and ensures that the design of new features and functions integrates with existing architecture.

Critical Job Role: Application Development

Competencies: Technical/Professional Knowledge & Skills, Customer Focus, Contributing to Team Success, Building Trust, Initiating Action, Communication

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

No changes

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

The function of this work area is to develop new and maintain existing information technology systems and computer programs for client agencies, supporting requirements tied to local, state, and federal mandates.

This position serves as the lead developer responsible for overseeing and executing complex development work, ensuring high-quality solutions, and coordinating development activities across assigned systems. The role focuses on leading technical implementation efforts, collaborating with clients, vendors, and DTMB staff to ensure systems are effectively designed, built, and maintained.

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 communications, networking, systems analysis, computer programming, information assurance, IT project management or mathematics.

EXPERIENCE:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

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