

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. ITPRANAL33N

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 TECH, MGMT AND BUDGET - IT
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Agency Services
4. Civil Service Position Code Description INFO TECH PRGMR ANALYST-A	10. Division AGENCY SERVICES - DNR, EGLE and MDARD
5. Working Title (What the agency calls the position) Senior Application Developer	11. Section SENIOR APPLICATION DEVELOPER
6. Name and Position Code Description of Direct Supervisor PAINTER, BRUCE L; INFO TECH MANAGER-3	12. Unit TEAM - 2
7. Name and Position Code Description of Second Level Supervisor MANNING, RICK D; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 525 W ALLEGAN ST; LANSING, MI 48933 DEBORAH STABENOW BUILDING / M-F 8:00am to 5:00pm

14. General Summary of Function/Purpose of Position

This position functions as a Senior Level Programmer / Analyst (ITPA12), within a team of technology professionals. The Senior Application Developer is responsible for the complete range of information system analyst assignments including, but not limited to the design, development, quality assurance testing, change management activities, and on-going enhancements and documentation of the technical architecture, application software, databases, interdependencies, and security solutions for all existing web, database, and mobile applications, as well as new development. They will support all Program Areas in the Department of Natural Resources (DNR), the department of Environment, Great Lakes, and Energy (EGLE), and the Department of Agriculture and Rural Development (MDARD).

Acts as a Team Lead in directing the development team, providing advice and guidance to development staff and working closely with Project Managers to ensure project quality, milestones, and deadlines are met. Serve as a Technical Consultant to the client to develop solutions and streamline critical business processes. Supports and enhances the agencies' data needs through the maintenance and modification of existing web, client server, or mobile applications, the development of new web, client server or mobile applications, as well as the rewrite of legacy applications and systems. Additional application development support to address the needs of the DNR, EGLE, and MDARD Application Development section may be assigned as needed.

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

Serve as Team Lead to provide technical leadership in the design, development, integration, implementation, maintenance and documentation of highly complex IT solutions which satisfy the requirements of the client. Adhere to the standards set forth by the IT industry, the Department of Technology Management and Budget (DTMB), and the Client. Develop or approve plans for testing and implementation of web-based, client/server, mobile or data system applications. Evaluate the impact of new technology, recommend solutions to persistent problems, and serve as Customer Service liaison to the client and external consultants. Keep current with changing IT technologies through continuous learning. Support applications that exist on a wide variety of platforms including, but not limited to, PC-based, Web-based, Mobile, and Mainframe. Legacy application development and maintenance may require knowledge of other platforms.

Individual tasks related to the duty:

- Design and document IT solutions when new technology is involved with guidance and review from the Solutions Architect (SA) to ensure the software and hardware architectures align with DTMB enterprise guidelines.
- Assist Solutions Architect (SA) or DBA to draft technical database model which: complies with audit separation of duty requirement, captures requirements of data elements, and 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.
- Review and approve 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.
- Evaluate and identify development exception needs.
- Review and approve application test plans. Incorporate all levels of security, which were identified as system requirements, into test plans.
- Provide professional technical expertise to the DTMB AS PMO Managers and client agency managers and supervisors in IT project estimating, and budgeting.
- 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 upgrades with guidance and review from the solutions architect.
- Monitors long term IT solution trends and recommends IT solutions to alleviate persistent problems.
- Validate and finalize Local Change Board (LCB) and Enterprise Change Board (ECB) documents
- Provide input to procedures and ensure proper change management for all requested fixes to production systems.
- Serve as Agency Services liaison to outside consultants who are not State of Michigan employees/users.
- Consult with agency clients to explain complex IT processes and solutions, developing and maintaining an effective communication plan with 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).
- Perform 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, enhancement requests, changes in government requests, changes in governmental 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:

Percentage: 20

Provide Agency support as assigned.

Individual tasks related to the duty:

- Apply State government processes to systems that support DNR, EGLE, and MDARD.
- Apply Agency business rules to system and program design.
- Document changes to existing programs using standards established by DTMB management.
- Follow client's policies for access and distribution of reports and data.
- Maintain work log and status.
- Perform tasks for internal/external security and standards review as directed.
- Assists in creation/modification of project management documents.
- Assist in providing training (or arrange for training) for agency staff for developed applications.
- Assist with the research, testing, and recommendations of new development tools, languages, and upgrades.
- Monitor Remedy System problem reporting/tracking log/dashboard.
- Follow DTMB Problem Management processes to resolve client problems reported through Remedy trouble tickets, phone calls and email.
- Update assigned trouble tickets with status comments to keep clients and co-workers informed.

Duty 3

General Summary:

Percentage: 10

Production support of new and existing web-enabled or client/server data system applications following industry and DTMB development standards.

Individual tasks related to the duty:

- Implements non-complex system(s) (non-multi agency, non-multi system).
- Creates installation script(s).
- Monitors applications during peak production times.
- Provide input to procedures and ensures proper change management for all requested fixes to production systems.
- Implements local or division-wide break fix IT solutions.
- Serves as liaison with State of Michigan employees/users concerning requests and other developmental matters.

Duty 4

General Summary:

Percentage: 10

Perform related work as assigned

Individual tasks related to the duty:

- Keep abreast of new technologies through professional reading, seminars, etc.
- Perform IT related training and assistance upon request.
- Attend IT related meetings and seminars upon request.
- Serve on IT related advisory groups and interview panels upon request.
- Travel for IT related business upon request.
- Perform other IT related tasks upon request.

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

Decisions will routinely be made which affect how DNR, EGLE, MDARD staff interact with data systems. Those decisions can impact how DNR, EGLE, and MDARD staff completes their assigned duties.

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

Any decision which affects DNR, EGLE, and MDARD policy is subject to supervisory review.

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.

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 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?

An IT Programmer/Analyst position is responsible for the development and implementation of DNR, EGLE, MDARD data system applications in web or client/server environments. Must work well in a team-focused environment and promote the integrity of the department. Must have clear communication with other Application Programmer/Analysts, Project Managers, Resource Managers and the client, both in listening and lending professional advice.

Critical Job Role: Application Programmer / Analyst.

Competencies: Technical/Professional Knowledge and Skills, Planning and Organizing, Continuous Learning, Customer Focus, Building Trust, Contributing to Team Success, and Communication

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

Work duties and tasks slightly modified to remove the program tester duties as this position. Integration and mobile support duties are being done instead.

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

The Application Development units provide development and maintenance support for all information systems for the quality of Life Agencies for the State of Michigan. These information systems are in support of the regulatory and legislative responsibilities of these agencies. This Information Technology Programmer/Analyst position will perform a full range of professional programmer analyst assignments on system development projects to ensure the agency needs are met.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Information Technology Programmer/Analyst 9

Possession of an Associate's degree with 16 semester (24 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.

Information Technology Programmer/Analyst P11/12

Possession of a 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:

Information Technology Programmer/Analyst 12

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

Alternate Education and Experience

Information Technology Programmer/Analyst P11 - 12

Possession of an associate's degree with 16 semester (24 term) credits in computer science, information assurance, data processing, computer information, data communications, networking, systems analysis, computer programming, IT project management, or mathematics and two years of experience as an application programmer, computer operator, or information technology technician; or two years (4,160 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

OR

Educational level typically acquired through completion of high school and four years of experience as an application programmer, computer operator, information technology technician, or four years (8,320 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and proven skills in MVC, C#.NET, .NET Core, ASP.NET, XML, Angular v2+, UI Frameworks, AJAX, HTML, CSS, JavaScript, Typescript, Transact SQL (T-SQL), MS Visual Studio, TFS/Azure DevOps, and MS Office Suite.
- Knowledge of the fundamental concepts and operating principles of data communications and data processing hardware and software.
- Knowledge of computer programming, data modeling, and object-oriented programming procedures and techniques.
- Knowledge of application development environments and related tools.
- Ability to prepare detailed written instructions and documentation.
- Ability to analyze instructions and data.
- Ability to convert specifications to computer language.
- Ability to gather and analyze facts, defines problems, and devises solutions.
- Ability to use programming procedures and techniques in the implementation of computer programs.
- Ability to effectively make oral and written reports and presentations and prepare clear and concise graphs and charts.
- Ability to establish and maintain effective relationships with systems users.
- Ability to maintain records, prepare reports, and conduct correspondence related to the work.
- Ability to communicate technical terminology at a level appropriate to the audience.
- Ability to provide quality customer service, build trust through integrity of work, and build strategic relationships through teamwork are required.
- Ability to effectively work with a software development team, make decisions related to assigned tasks, analyze business requirements, create design specifications, and construct and test computer systems.
- Ability to troubleshoot and resolve development problems, and calmly and rationally assess situations.
- Knowledge of Windows and Android Mobile development.
- Knowledge of Dynamic Web Responsive development.
- Knowledge of MS SQL Server, MS Visio, MS Project, MS Access, and fundamental Project Management Methodology (PMM) is desirable but not required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal vehicle.

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.

SHANITRA FLUELLEN

1/23/2026

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