

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 P11	10. Division Agency Services supporting MDOT
5. Working Title of Position (What the agency titles the position) Application Developer	11. Section COTS Solutions & Support
6. Name and Classification of Direct Supervisor Wirth, Jordan; Info Tech Manager-3	12. Unit COTS
7. Name and Classification of Next Higher Level Supervisor LaBean, Jeffrey; State Administrative Manager-1	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St, Lansing, MI 48933 / 8:00 a.m.-5:00 p.m. Hybrid schedule Tuesday, Wednesday In-Office.

14. General Summary of Function/Purpose of Position As an 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 DTMB Agency Services supporting MDOT. This position is primarily responsible for the on-going maintenance and support for Commercial off the shelf (COTS) systems.
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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%**

The position assists in the design, integration, implementation, maintenance and enhancement of web-based applications for the supported departments' use.

Individual tasks related to the duty.

- Participate in project review meetings and project workgroups.
- Design and document IT solutions that are State of Michigan standard technology.
- Works with DBA to maintain data dictionary.
- Create, update, and maintain systems and IT programs documentation, including system specs and flow diagrams.
- Develop software code based on design.
- Design solutions for a specific application need.
- Code to Standards
- Work with the business client/Business Analyst/tech leads to create test scenarios. Design and develop test plans, applications, or subsystems.
- Provide defect tracking log entry information.
- Test the system and associated design to ensure compliance with the business rules which govern the system.
- Maintain and upgrade systems as a result of tool/environment upgrades.
- Document identified problems and analyze to determine root cause and provide root cause analysis.
- Produces Local Change Board documents.
- Follow change management procedures and provide input to execute change management.
- Work with vendors who provide IT solutions.
- Represents DTMB as a technical resource at meetings.
- Performs assigned tasks for internal/external security and standards review and development.
- Identify potential impacts of changes.
- Research, test and recommend new development tools, languages, upgrades and equipment as directed by senior team members.

Duty 2

General Summary of Duty 2 % of Time **35%**

Provide architectural and COTS application support. This includes analysis and testing of systems, coordination with vendor and other DTMB teams, tracking defects.

Individual tasks related to the duty.

- Review current application/solution architecture environment and validate alignment to business technical requirements for application environment with SOM technology standards.
- Identify any issues with technology standards and technology that may be near end-of-life or frozen as documented in the EA Technology Life Cycle Roadmaps.
- Analyze infrastructure changes to identify impact to agency systems(s).
- Monitor key business continuity and disaster recovery indicators: 1) Application Criticality Level; 2) Recovery Time Objective (RTO) and 3) Recovery Point Objective (RPO) for agency systems.
- Install and configure software and tools (application server, document management, configuration management software, etc.) in compliance with application architecture guidelines.
- Coordinate with Infrastructure Services for operating system upgrades and patches.
- Maintain and upgrade systems due to tool upgrades.
- Implement the authorized software fixes, upgrades, new releases and enhancement.
- Work with the business client/ Business Analyst/tech leads to create test scenarios. Design and develop test plans, applications, or subsystems.

Duty 3**General Summary of Duty 3****% of Time 5%**

Other duties/special projects as assigned by management.

Individual tasks related to the duty.

- Perform tasks assigned by DTMB management as needed.
- Perform tasks requested by client(s) as needed and approved.
- Perform impact analyses and stay current on relevant technologies as required.

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.

- Delivery of work products that meet an acceptable level of quality defined by IT Manager and senior members of the team.
- Decisions on how to program/configure/customize the system to achieve the desired results.
- Analyze and evaluate customer requirements and recommend system changes to meet the requirements.
- Prioritize daily tasks and work efforts to align with DTMB manager, Technical Project manager and PMO project manager priorities.
- Perform initial development testing and determine if changes are ready for end user testing.
- Determine severity of production issues and escalate as needed to ensure required resources are resolving the issue.

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

- When a decision impacts departmental and/or division goals or priorities.
- Workload prioritization, resolution of competing priorities and authorization to start new projects.
- Authorization for recommended purchases of hardware, software or services.
- When action may deviate from standard practices or written & incorporated policies.
- Decisions related to the involvement of other personnel.
- Approval to move an application or database change from testing/development into production.

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):

<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?
Manager prepared.

23. What are the essential duties of this position?

This position will function as a Programmer/Analyst for DTMB AS MDOT - COTS team. This position assists with the development, testing, and implementation of ongoing enhancements, and maintenance of supported applications.

Critical Job Role: Application Implementation, Support, System Analysis, and Design

Competencies: Adaptability, Customer Focus, Planning and Organizing Work, Technical/Professional Knowledge & Skills, Valuing Diversity, Equity and Inclusion, Work Standards.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
25. What is the function of the work area and how does this position fit into that function? <p>The COTS (Commercial off the shelf) team develops, supports, and maintains a variety of MDOT applications. This position's core responsibility is to serve as a liaison between DTMB and MDOT. This position is tasked with the support of COTS applications that are largely web-based. This position works closely with MDOT, Vendors, and Information Technology Specialists to ensure exceptional customer service is being provided.</p>
26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.
EDUCATION: <p>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.</p>
EXPERIENCE: <p>No specific amount or type is required.</p>
KNOWLEDGE, SKILLS, AND ABILITIES: <ul style="list-style-type: none"> Ability to plan, coordinate and expedite work projects. Knowledge of and experiences with internet/intranet operations and design concepts. Knowledge of web system architecture and security issues. Ability to independently resolve complex problems. Ability to analyze complex business information processes and customer needs and design appropriate solutions to meet business goals and objectives. Ability to plan and organize tasks and execute project plans. Ability to work collaboratively with vendors.
CERTIFICATES, LICENSES, REGISTRATIONS: <p>Duties may involve the use of a personal vehicle.</p>
<i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i>
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.
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Supervisor's Signature </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div> </div>
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