CS-214
Rev 11/2013

	Position Code
	1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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
New	Technology, Management and Budget
3.Employee Identification Number	**9.Bureau (Institution, Board, or Commission)**
	Agency Services
4.Civil Service Position Code Description	**10.Division**
Information Technology Programmer Analyst 12	Supporting MDOT
5.Working Title (What the agency calls the position)	**11.Section**
Senior IT Compliance Analyst	Business & IT Support Services
6.Name and Position Code Description of Direct Supervisor	**12.Unit**
Tony E Nault/ITM 14	Quality Assurance, Content, & Security
7.Name and Position Code Description of Second Level Supervisor	**13.Work Location (City and Address)/Hours of Work**
Amy Dickenson/SAM 15	Hybrid Schedule, 2-Days in the office **at** 425 W. Ottawa Street, Lansing, MI 8:00 A.M. – 5:00 P.M. M-F (hours may vary)

14. **General Summary of Function/Purpose of Position**

This position functions as a Senior IT Compliance Analyst within DTMB Agency Services for the Michigan Department of Transportation (MDOT). This position will support MDOT with completing and maintaining System Security Plans for their applications. Completing and maintaining System Security Plans will require interpretation of the security implemented in these applications based off of NIST 800-53, state and federal election law, and other required regulations, policies and frameworks using the State of Michigan's GRC tool, documentation and other materials as required. This position may also be involved with collecting and organizing responses and documentation for internal, State or Federal audits. Other expectations for this position include, but are not limited to, training IT and non-IT staff on processes within the work area, providing outreach to IT and non-IT staff, data collection and conducting presentations on topics within the work area.

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 of Duty 1   % of Time 50

As a Senior IT Compliance Analyst within the Department of Technology, Management and Budget this position will complete and maintain System Security Plans, document, and validate the security implementation based off required regulations, policies, and frameworks. This position will also be required to provide training and interpretation of the frameworks, regulations, laws, policies and GRC tool the State of Michigan must adhere to.

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.
- Analyze and evaluate compliance solutions for improving the performance of security responsibilities, controls, and design.
- Lead other technical resources by facilitating and coordinating multiple DTMB and vendor areas to evaluate and recommend compliance solutions for the overall system design, implementation and integration of systems with other existing systems/technologies/data sources on multiple platforms within the work area.
- Advise and report on security controls implementations impacting multiple integrations and enterprise implemented controls for external and internal security authorities for work area.
- Evaluate assessment findings from action plans to recommend compliance solutions for work area system security plans to ensure compliance with State and Federal security controls.
- Review, evaluate, and provide compliance solutions to meet State of Michigan security policies and procedures.
- Evaluate and recommend compliance solutions for remediations of gaps from new or changed security standards, policies, and procedures.
- Work with management on strategies for adherence to work area Michigan Security Accreditation to support annual system security and risk plan development.
- Lead scanning efforts and coordinate risk assessments using SOM standard tools.
- Coordinate plan of action and milestones (POAM) activities on MDOS related systems.

Duty 2

General Summary of Duty 2   % of Time 30

Participate in project planning and/or establishment of priorities for future development, using industry standard project management tools, and estimating guidelines.

- Research and provide input in the creation of project plans.
- Assist in the creation/modification of project management documents by applying DTMB project management methodology to IT solutions that support the business client.
- Create, update, and maintain systems and IT programs documentation using State of Michigan standard documentation methodology.
- Establish working communication and status reporting with immediate supervisors, as well as other appropriate levels of management.
- Enter task and project notes in standard project tracking tool.
- Participate in project planning meetings and project related activities.
- Participate with team in Sprint Planning, Scrum and other required team and partner meetings and priority planning.
- Participate in team initiatives and process improvement.

Duty 3

General Summary of Duty 3   % of Time 10

Perform special assignments as assigned.

- Lead and coordinate across multiple DTMB teams collection and evaluation of Audit Artifacts and evidence for adherence to Security Controls: [OAG, MISAP, IRS, SSA, ICE].
- Lead and support evidence collection, review and evaluate audit responses, working across multiple DTMB areas to support work area Federal and State Security/Audits.

- Review and evaluate compliance findings and support lead technical audit and security compliance liaison in audit entrance/exit briefings and interviews.

Duty 4

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

Provide Agency support as assigned.

Individual tasks related to the duty.

- Develop and collect Audit artifacts and evidence for work area adherence to Security Controls: [OAG, MISAP, IRS, ICE].

Research and provide evidence and responses to Federal and State Security/Audits.

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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.

This position functions as a senior IT compliance analyst responsible for documenting and analyzing applications against National Institute of Standards (NIST), federal and state election laws, policies, PCI, IRS and other regulations. The employee will also take part in IT technical audit activities. This ITPA ensures DTMB and MDOT activities are compliant and up-to-date with IT best practices and recommended practices. Work includes analyzing, developing, monitoring and reporting of IT technical measurements and standards of care as well as assessing technical risks related to system and application security, reliability, quality and efficiency. This assessment will be accomplished by working with DTMB technical staff (DBAs. Developers, Architects, etc.) to review system diagrams, network diagrams, development code, test scripts, databases and other technical aspects of MDOT IT systems.

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

Decisions related to IT and technical audits and compliance assessment results with an impact on DTMB Agency Services and/or MDOT customers. This includes IT and technical discrepancies, non-compliance with Departmental, State, and Federal IT and technical audit processes or requirements, and politically sensitive matters. Employee must seek and obtain clarification on audit purchasing processes, activities regarding how to address perceived IT risks, and special assignments. In instances where the employee has competing time-sensitive projects, employee must seek and obtain clarification on work prioritization.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Hybrid office environment
- Extensive use of VDT and keyboard: 85 - 100%
- Infrequent equipment transport and setup: 1 - 5%
- Frequent heavy workloads and mandatory deadlines: ongoing
- Some travel: 5 - 10% May require use of personal vehicle.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME	CLASS TITLE	NAME	CLASS TITLE

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 Approve leave requests.	**N Review work.**
N Approve time and attendance.	**N Provide guidance on work methods.**
N Orally reprimand.	**N Train employees in the work.**

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes, I agree with the responses as above.

22. What are the essential functions of this position?

This ITPA12 position will serve as a Senior IT Compliance Analyst within the Department of Technology, Management and Budget (DTMB) Agency Services for the Michigan Department of Transportation (MDOT). This position will support MDOS, Bureau of Elections with completing and maintaining System Security Plans for their applications. This position will document and validate the security implemented in these applications based off of NIST 800-53, and other required regulations, policies and frameworks. This position will also be required to provide training and interpretation of the frameworks, regulations, laws, policies and GRC tool the State of Michigan and MDOS must adhere to.

Competencies: Customer Focus, Technical and Professional Knowledge and Skills, Building Trust, Contributing to Team Success, Communication, Follow-up, Decision Making, Building Strategic Working Relationships, Planning and Organizing Work, Innovation and Initiating Action.

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

Position has been updated to reflect SSP/ATO work and use of the governance, risk, and compliance tool.

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

Reclassifying due to recruitment purposes.

25. 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:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong interpersonal skills with proficient oral and written communication.
- Knowledge and experience with NIST 800 –53
- Knowledge and experience with vulnerability management
- Knowledge and experience with security tools & technology
- Ability to prepare detailed written instructions and documentation.
- Ability to work effectively with a wide variety of people.
- Ability to proficiently apply time management skills in regard to workload.
- Ability to provide quality customer service, build trust through integrity of work, and build strategic relationships through teamwork are required.

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.

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

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

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

Appointing Authority Signature	**Date**

TO BE FILLED OUT BY EMPLOYEE

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's Signature	**Date**

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