

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 Supporting DHHS
4. Civil Service Position Code Description INFO TECH PRGMR ANALYST-A	10. Division Eligibility
5. Working Title (What the agency calls the position) ITPA12 – Software Engineer	11. Section Bridges Development
6. Name and Position Code Description of Direct Supervisor RAMAKRISHNA, SRINATHA; INFO TECH MANAGER-3	12. Unit Payroll, CDC & Billing, Front Office, Benefits, Kiosks
7. Name and Position Code Description of Second Level Supervisor ROBBINS, ERIC; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Grand Tower, 235 S Grand Ave, Lansing, MI 48933 / 8:00am-5:00pm, Monday-Friday / Hybrid schedule

14. General Summary of Function/Purpose of Position

This position functions as a Senior Application Developer and will perform a complete range of information system analyst assignments including, but not limited to, designing, developing, testing, implementing computer systems, applications and upgrade technologies as needed for DTMB Agency Services supporting MDHHS. This individual will be looked upon to provide technical support to other team members and evaluate new development tools and agency systems.

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: 75

Serve as a senior analyst/programmer by using principles/procedures of SOM System Engineering Methodology (SEM) and automated data processing for the design, development, and maintenance of highly complex computer applications existing on a wide variety of platforms, including client server, web-based, and mainframe.

Individual tasks related to the duty:

- Provide professional technical expertise to DTMB IS PMO Managers and client agency managers and supervisors in IT project estimating and budgeting.
- Assist Architect or DBA to draft technical database model that: complies with audit separation of duty requirement, captures requirements of data elements, and designs data elements to best meet application needs.
- Review and approve updates to systems documentation.
- Serve as team lead/resource. Direct code development, provide advice and guidance to other development staff.
- Develop/Design coding standards and integration processes/objects/framework that can be leveraged for an IT solution.
- 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/Approve app test plans. Incorporate all levels of security identified as systems 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.

Duty 2

General Summary:

Percentage: 15

As a senior analyst/programmer, be aware of new and changing policies that may impact production applications or projects in development. Help guide users of potential IT impact(s) and advise on most cost-efficient processing or alternatives. Keep DTMB line management informed and involved in potential conflicts and ensure that standards, especially those that might impact funding sources and/or data conflicts, are met.

Individual tasks related to the duty:

- Monitor long term IT solution trends and recommend IT solutions to alleviate persistent problems.
- 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.
- 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.
- Work with first and second line DTMB management to ensure accurate interpretation of public welfare guidelines and to advise affected parties on potential detrimental impacts.
- Develop training plans, demonstrations, and tools to aid the user's training effort. This may include the development of process flows, data entry restrictions, data mapping and the use of screen snapshots.

Duty 3

General Summary:

Percentage: 5

This position must ensure that the multiple systems and environments used by the Services Area are compatible to one another and uses full life cycle document to define each critical stage, ensure compliance with the agency's strategic plans and define work plans and training assessments.

Individual tasks related to the duty:

- Use life cycle of SEM to document the impact analysis of a given request in meeting the user's expectations while ensuring enterprise compliance and technical standards to meet client agency's strategic plan and support DTMB's objective of achieving CMM compliance.
- Develop overall work plan for projects using SEM documentation, including determination of system development tasks required, resource requirements, equipment, and training needs to ensure successful project implementation.
- Assist the Project Control Office in assessing training needs and provide simulated screenshots, process flows, output forms, and/or reports along with data entry or enterprise security restrictions.
- Apply a thorough understanding of multiple systems and environments (ex. BRIDGES, SWSS, ASCAP, Data Warehouse) to assess feasibility of user input using development methodology.

Duty 4

General Summary:

Percentage: 5

Other duties or activities as assigned by supervisor or division management.

Individual tasks related to the duty:

- Actively participate as a liaison with system users to communicate DTMB capabilities and assist in making recommendations or alternatives.
- Prepare and deliver oral and/or written presentations to users and upper management
- Lead task forces, special committees, and/or research groups in development of technical applications.
- Meet with Federal liaisons/representations on federally funded projects, as assigned by management.
- All other duties as assigned.

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

As an advanced level position, all assignments and work are performed under the guidance of the first-line supervisor. Decisions made can affect area staff, other division staff, end users (Central Office, Agency management, Local Office staff, other Agencies, and the public).

Consequences may involve inappropriate Agency data, loss of federal funding, non-compliance with legislative mandates, and inappropriate Agency management decisions based on incorrect information

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

- Implementation of modifications or new developments for automated systems.
- Coordinated Request for Change (RFC's) to ensure that associated applications and systems are not adversely affected by implementations.
- Commitment of resources for the investigation of production errors or proposed development Analysis of program policy changes which impact systems/applications the Services Area is responsible for.
- Changes or decisions relevant to the priority of a project or direction of project development.
- Data exchanges which extend outside the State firewall. Decisions that have or may have legislative, legal, and/or budgetary impact.

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.

Position is located within a standard office location or standard conference room settings.

A minimum amount of effort may be required to walk or drive to locations other than primary work location.

Position 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?

The essential duties of this position are to participate in or lead a variety of analytical and programming assignments that provide for the development, enhancement, and maintenance of automated data applications within a complex mainframe, network, and/or client server environment. It is expected that the employee is familiar with Agency systems and procedures and assist in development and maintenance of varied complex computer applications. Skills sets include experience in JAVA, VB6, VB.net, PL/SQL, Oracle, Access, Business Objects/Crystal Reports, and other utility-driver development tools like Version Manager, Rational Tools, PVCS Tracker, and TOAD.

Competencies (in alphabetical order): Building Trust, Continuous Learning, Contributing to Team Success, Customer Focus, Technical/Professional Knowledge

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

PD update: Position description has been updated in conjunction with the approved Application Development Senior Standards for DTMB Agency Services. This position continues to perform senior level duties as outlined in the approved senior standards. Verbiage has been changed for consistency throughout DTMB Agency Services

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

Each area within the Agency Services/DHHS and CSES develops, implements, and maintains the computer systems required by the administrations within DHHS. It must perform these activities in compliance with ever-changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing policy/procedures/standards and maintaining operational effectiveness. This position is part of the support structure of a service-oriented organization. Knowledgeable technical staff is needed to meet the commitments of the Department/Agency without further compromising staffing of other priority projects.

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

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 OF:

- Technical languages and knowledge of how to apply towards user projects and goals

ABILITY TO:

- Demonstrate leadership in a technical environment
- Review and rationally analyze requirements in a timely manner
- Communicate to management details or impact of a project or request via demonstration, oral, or written reports
- Work well and comfortably with peers and management
- Self-commit to continuous relevant learning opportunities and to bring same knowledge back to organization
- Maintain a focus which serves the needs of the user community without compromising the DIT enterprise environment

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.

AMY MILLER

5/20/2025

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