

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

Position Code 1. ITADVSR2A03N

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) Cybersecurity and Infrastructure Protection
4. Civil Service Position Code Description Technology Advisor-2	10. Division
5. Working Title (What the agency calls the position) Technology Advisor	11. Section
6. Name and Position Code Description of Direct Supervisor BENNETT, JAMIE; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor MENOLD, REX; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 7150 Harris Dr. Dimondale, Mi. 48821 / 8:00 AM – 5:00 PM (Hybrid – Remote & Onsite)

14. General Summary of Function/Purpose of Position

The Technology Advisor provides expert consultative support for the Authorization to Operate (ATO) program and related cybersecurity initiatives, focusing on policy, standards, and procedure development, third-party risk management, and audit and regulatory compliance analysis. This role sets strategic direction, ensures regulatory compliance, and fosters a culture of continuous improvement across the organization. This position will function as a technical advisor providing guidance and direction on the authority to operate (ATO) program ensuring compliance with security, infrastructure, testing and implementation functions of information management 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: 55

Technical advisor providing guidance and direction on the authority to operate (ATO) program ensuring compliance with security, infrastructure, testing and implementation functions of information management systems.

Individual tasks related to the duty:

- Assists with the development, publication, and rollout of information security, policies, procedures, standards and guidelines across the enterprise.
- Develop, review, and implement IT policies, standards, and procedures to ensure alignment with organizational goals and regulatory requirements.
- Provide technical leadership and guidance on the design, development, security, and implementation of information management systems.
- Evaluate new technologies and recommend updates to policies and standards, ensuring best practices are adopted and communicated across the enterprise.
- Monitors compliance with the ATO process
- Assist in designing training programs for staff and stakeholders on IT policies, standards, procedures, and risk management practices.
- Develop and disseminate educational materials to assist with maintaining the ongoing communication to foster awareness and compliance throughout the organization.

Duty 2

General Summary:

Percentage: 25

Evaluates new technologies and make recommendations with respect to acceptable Third-Party Risk Management program

Individual tasks related to the duty:

- Lead the development and execution of third-party cyber risk management programs, including the evaluation and integration of vendor risk solutions.
- Collaborate with procurement, security, and business units to assess, monitor, and mitigate risks associated with external partners and service providers.
- Facilitate adoption of leading practices for third-party risk oversight.
- Act as a rapid knowledge transfer agent, communicating complex technical concepts and business impacts to both senior officials and end users.
- Develop and disseminate educational materials to assist with maintaining the ongoing communication to foster awareness and compliance throughout the organization.

Duty 3

General Summary:

Percentage: 20

Functions as a Regulatory & Framework Compliance Analysis (NIST, GovRamp, FedRAMP, SOC 2) & CIP Audit Liaison

Individual tasks related to the duty:

- Lead the analysis, implementation, and ongoing monitoring of compliance with major frameworks including NIST, GovRamp, FedRAMP, and SOC 2.
- Serve as the primary liaison for CIP (Cybersecurity & Infrastructure Protection) audits, coordinating audit activities, preparing documentation, and facilitating communication between auditors and internal teams.
- Advise leadership on changes in compliance standards, coordinate audits, and communicate requirements and best practices to relevant teams.

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

The Technology Advisor independently makes decisions that shape the enterprise's cybersecurity and IT governance landscape. These include developing and implementing IT policies, standards, and procedures; evaluating emerging technologies; and ensuring compliance with the Authority to Operate (ATO) process. The role also involves designing and delivering training programs and educational materials to promote awareness and adherence to security protocols. These decisions directly impact the organization's regulatory compliance, risk posture, and operational effectiveness.

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

Decisions that require supervisor review typically involve strategic shifts that could affect broader organizational priorities, such as major changes to policy frameworks, the initiation of new enterprise-wide initiatives, or coordination of high-level

audits. Supervisor input is also necessary for decisions with significant budgetary implications or those involving personnel management, ensuring alignment with leadership expectations and resource planning.

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.

This position is an office-based position for a very complex area with high visibility. This may require long hours and periodic travel.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 functions of this position center on providing expert technical guidance for the ATO program, leading third-party risk management initiatives, and ensuring compliance with regulatory frameworks such as NIST, GovRamp, FedRAMP, and SOC 2. The Technology Advisor also serves as the primary liaison for Cybersecurity and Infrastructure Protection (CIP) audits and plays a key role in developing and disseminating IT governance materials and training across the organization.

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

New position

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

The work area—Cybersecurity and Infrastructure Protection—is responsible for safeguarding the state's enterprise IT systems and ensuring compliance with regulatory standards. The Technology Advisor fits into this function by offering strategic and technical leadership, shaping policy and standards, supporting audit readiness, and driving continuous improvement in cybersecurity operations. This position is integral to maintaining a secure and resilient technology environment across the organization.

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

EDUCATION:

Possession of a bachelor's degree with not less than 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:

Technology Advisor 16

Six years of professional information technology experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive industry knowledge and experience in the implementation and use of information technology and information management systems and processes
- Ability to research, analyze, and evaluate current industry technology direction and standards and make recommendations at a management level.
- Ability to plan, develop, and evaluate programs.
- Ability to maintain records, prepare reports, and conduct correspondence related to the work

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

n/a

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.

TENERA TROTTER

1/8/2026

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