

Position Code DEPTALTA

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
	Agriculture and Rural Development
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Food Safety and Animal Health
4. Civil Service Position Code Description	10. Division
Departmental Analyst 12	
5. Working Title (What the agency calls the position)	11. Section
Departmental Analyst – DORIS Electronic Inspection System	Bureau Services
6. Name and Position Code Description of Direct Supervisor	12. Unit
Ken Settimo, Departmental Manager 14	Technology and Systems Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Nazneen Miah, State Administrative Manager 15 Bureau Support Services	525 West Allegan, 6 th Floor, Lansing, MI Monday thru Friday, 8:00 AM - 5:00 PM. This position may offer some agreed upon remote work arrangement.

14. General Summary of Function/Purpose of Position

This position serves as the recognized IT (information technology) technical expert, serving as a primary point of contact for electronic inspection system – Dairy Online Regulatory Inspection System (DORIS). This position:

- Provides oversight, leadership, technical expertise and accountability for division IT-system(s) and programs, including technical administration of the DORIS electronic inspection system.
- Provides a high degree of independent decision-making, advanced technical skills and initiative for professional-level division IT assignments.
- Researches and analyzes system issues and emerging technology and recommends system fixes, enhancements, software, hardware, peripherals and system upgrades related to program initiatives and needs and to support the overall IT function and needs for the division.
- Implements and develops division processes and procedures for technology equipment oversight ensuring alignment with bureau-specific processes. This includes technology equipment planning, ordering, distribution, inventory and beyond for new, existing, and departing staff.

This position is required to meet established quality, quantity and timeliness standards.

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 60% of Time

Recognized IT technical resource expert and point of contact for oversight of electronic inspection system, DORIS (Dairy Online Regulatory Inspection System).

Individual tasks related to the duty.

- Subject matter expert and point of contact for the DORIS regulatory inspection system, including troubleshooting, system enhancements, system testing, development and presentation of system training, enhancement requests, system maintenance, warranty and tech support, finding and tracking system issues and bugs, and facilitating system issue resolutions.
- Provides support and backup for other regulatory electronic inspection systems.
- Develops and trains staff on DORIS system and services, assessing gaps and implementing solutions.
- Research and analysis of emerging technology as it relates to the electronic inspection system and program initiatives.
- Develops and implements tools and procedures to assess division infrastructure needs as it relates to the electronic inspection system.
- Analysis, review and input for development of business requirements and provide portfolio services for current and future technology innovation efforts.
- Establishes and provides input on aligning bureau and division technology focused protocols with a focus on the electronic inspection system.
- Use software for oversight of project management and system bug tracking to resolve, monitor, and report on system issues.
- Builds capacity for technical services related to the electronic inspection system and continuous operational efforts ensuring cohesiveness of assigned division oversight with the bureau.
- Performs data reporting and analysis related to electronic inspection system and metrics, as assigned.

Duty 2

General Summary of Duty 2 25% of Time

Serves as a technical advisor resource for facilitating IT hardware and software coordination, and user support for the Dairy, Feed and Produce Division.

Individual tasks related to the duty.

- Serves as an identified asset management coordinator/liaison within the Bureau.
- Determines availability of technology resources in the Information Technology Asset Management (ITAM) and/or asset inventory.
- Performs cost-analysis for new computer hardware and software applications and telecommunications devices.
- Serves as the Secure ID authorized requestor auditing, managing, and requesting changes related to agency VPN accounts.
- Manages user access (SOM and related accounts).
- Oversight, support, and backup for managing and coordinating staff's IT and equipment needs.

Duty 3

General Summary of Duty 3 **10% of Time**

Data Reporting and Analysis.

Individual tasks related to the duty.

- Use of automated tools to extract data from primary and secondary sources.
- Familiarization using reporting tools, programming language for statistical computing or general-purpose programming language applications.
- Performs data cleansing and analysis including identification and removal of errors, identifying outliers and transforming data into a format that can be further analyzed and presented.
- Prepares detailed reports that highlight program-related patterns and trends.
- Analyzes and reports on division-related metrics and dashboards.
- Assists with pulling data from systems for Freedom of Information Requests.
- Works with management to assess the quality and meaning of data.
- Researches and explores decision tree algorithms, or other modeling performance needs to help advance the program.

Duty 4

General Summary of Duty 4 **5% of Time**

Special projects and other duties as assigned.

Individual tasks related to the duty.

- Represent on workgroups related to areas of expertise.
- Complete other duties and special projects as assigned.
- Builds capacity as a backup within the Unit.

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

This position has a fair amount of latitude in application services and data analysis. Makes decisions routinely in technical analysis services and trend analysis. Because the workload can fluctuate day-to-day, independent decisions are made as to which priority assignment must be completed first to assure goals are met. Staff and customers are affected by independent decisions as well as stakeholder groups.

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

New or major updates to program systems needs and / or design. Additionally, decisions impacting core program services and/or disruption of core services.

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.

General office duties. May sit at a computer for long periods of time.

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):

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?

- Provide oversight, leadership, technical expertise and accountability for division IT-system(s) and programs, including technical administration of the DORIS electronic inspection system.
- Research and analyze system issues and emerging technology and recommend system fixes, enhancements, software, hardware, peripherals and system upgrades related to program initiatives and needs and to support the overall IT function and needs for the division.
- Implement and develop division processes and procedures for technology equipment oversight ensuring alignment with bureau-specific processes. This includes technology equipment planning, ordering, distribution, inventory and beyond for new, existing, and departing staff.
- Provide a high degree of independent decision-making, advanced technical skills and initiative for professional-level division IT assignments.

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?

This position serves as the recognized IT (information technology) technical expert, serving as a primary point of contact for electronic inspection system – Dairy Online Regulatory Inspection System (DORIS). The position provides senior-level expertise and technical system analysis, planning, training and reporting with a focus on electronic inspection system as identified in this Position Description. The function of the Bureau is to enforce laws and regulations governing food and feed safety and animal health in Michigan, serving as a key link in the federal-state-local food safety system.

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 in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience - Departmental Analyst 9 – 12:

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of systems and computer software, use of a computer, general understanding of data processing is highly recommended.
- Knowledge in state, bureau and division technology systems, processes, procedures and efficiently navigates to achieve positive results is preferred.
- Knowledge of rules, regulations, policies, procedures, precedents, and terminology used in the work.
- Knowledge of the techniques of using reference materials and organizing data for reports.
- Knowledge of the techniques of interviewing and of obtaining information.
- Ability to analyze and use of data systems for the gathering of information and implementing business rules and processes.
- Ability to use a microcomputer and MS Office (Word, Excel, Access, PowerPoint, and Outlook).
- Ability to conduct training and information sessions.
- Ability to communicate effectively.
- Ability to maintain favorable public relations.
- Ability to work effectively in a team environment.
- Ability to make quick, sound decisions are essential while performing these assignments.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.