CS-214
Rev 11/2013

Position Code
DEPTALTAM71Y

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**
IT and Systems Analyst – Legacy Data and Other Systems	Bureau Services
6.Name and Position Code Description of Direct Supervisor	**12.Unit**
Ken Settimo Departmental Manager-3 14	Technology and Systems
7.Name and Position Code Description of Second Level Supervisor	**13.Work Location (City and Address)/Hours of Work**
Nazneen Miah, State Administrative Manager-1 15 **BFA Bureau Services Manager**	**Workstation: Lansing Office/Stabenow Building** **525 W. Allegan, Lansing, MI** **M-F / 8:00 a.m. – 5:00 p.m. and varied**

14. General Summary of Function/Purpose of Position

This position serves as a recognized IT (information technology) technical expert, serving as recognized resource and primary point of contact for the bureau's legacy data systems and other supporting program databases used in administration of core services. This position:

- Provides oversight, leadership, development, technical expertise and maintenance for legacy data systems, databases, and program databases, including foodborne illness database, mushroom database, Business Unit System (BUSS), State Rating Officer Suite and other legacy systems.
- Manages existing legacy and program data collection reporting systems while simultaneously leading their modernization and advancement.
- Data collection, reporting and analysis to inform program decisions.
- Provides advanced technical skills, decision-making, and guidance for staff in navigating IT matters, with a focus on legacy data systems, providing professional guidance and training in support of the overall IT function and needs – including as a technical advisor for IT hardware and software coordination.

This position is required to follow established standard operating procedures and meet quantity, quality and timeliness standards for assigned work.

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 legacy data system oversight, as well as development and technical maintenance support of assigned bureau/division databases, and program databases, including foodborne illness database, mushroom database, Business Unit System (BUSS), State Rating Officer Suite, MiSafe and other legacy systems.

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Individual tasks related to the duty.

- Recognized resource and point of contact for design, development, implementation and maintenance of legacy data systems and program databases, including: foodborne illness database, mushroom database, Business Unit System (BUSS), State Rating Officer Suite, MiSafe and other legacy systems.
- Provides technical expertise, development, IT support and programming in Access coding languages related to the legacy data systems.
- Monitor and ensure legacy data systems and databases are in compliance with SOM processes, policies and security requirements.
- Build custom queries and leverage existing and emerging tools to build scripts, custom workflows or other automation to help increase productivity.
- Recognized liaison contact for technology partners such as MDARD's Integrated Solutions Division and DTMB for coordination of system needs, enhancements, and issue resolution.
- Provides technical expertise and input to management regarding system improvements and legacy database modernization.
- Contributes to the development of staff training materials, operation manuals, and business requirements for legacy data system/database upgrades.
- Collaborates with unit staff and leadership in the development of quality control and standard operating procedures to ensure accurate and consistent data management related to legacy data systems and their modernization.
- Provides technical system support/backup for unit operations.
- Serves as a technical liaison to help support and maintain division SharePoint and website related platforms in collaboration with MDARD ISD.
- Work with stakeholders to document processes, requirements, and technical specifications for new applications.
- Provide technical insights during project planning and assist with implementation and rollout.
- Troubleshoot user issues and coordinate fixes or work with developers and vendors toward resolution.
- Assist with Application Programming Interface (API) integrations and troubleshooting.
- Support migrations efforts.
- Conducts comprehensive audits of electronic systems overseen to ensure compliance with departmental standards, identifies operational risks, and recommends improvements to enhance accuracy, security, and efficiency.

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 Human Food Division.

Individual tasks related to the duty.

- Serves as an identified asset management coordinator/liaison within the Bureau.
- Serves as backup support for standard IT purchasing and acts as the primary point of contact for all non-standard IT procurement needs, ensuring accurate guidance, timely processing, and compliance with departmental policies.
- 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 a designated Secure ID authorized requestor for auditing, managing, and requesting changes related to agency VPN accounts.
- Manages user access (SOM and related accounts).
- Coordinates user support for elevated or unique IT issues.
- Oversight, support, and backup for managing and coordinating staff's IT and equipment needs.
- Coordinates IT support for onboarding / offboarding staff.

Duty 3

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

Data collection, reporting and analysis to inform program decisions.

Individual tasks related to the duty.

- Gather, clean and interpret operational or user data to spot trends and opportunities.
- Use of automated tools to extract data from primary and secondary sources.
- Applies reporting tools or programming language for statistical computing or general-purpose analysis.
- Develop reports and dashboards using modern BI (Business Intelligence) tools to meet stakeholder program needs.
- Design and run management, workload, planning, and other reports as needed.
- Makes data-driven recommendations for policy changes or program improvements.
- Produce detailed summaries, reports, charts, and graphs for management and professional staff.
- Research and explore analytical methods, including decision tree algorithms and modeling techniques to help advance the program.
- Assists with pulling data from systems for Freedom of Information requests.

Duty 4

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

Other duties and special projects, assigned.

Individual tasks related to the duty.

- Evaluate new technologies that could improve productivity or reduce cost.
- Contributes to advancements in chatbot and AI small scale deployments.
- Assist with evaluating, configuring, or supporting low-code/no-code platforms to help the Bureau streamline process.
- Help deploy modern workflow or collaboration tools such as Microsoft Power Automate, Power Apps and SharePoint integrations.
- Research and development of AI-enabled features such as data categorization, anomaly detection, or predictive reports that could reduce manual workloads.
- Research and development of repeatable automation possibly using Robotic Process Automation tools to reduce manual data entry or repetitive administrative tasks.
- Train staff on new technology tools and processes.
- Performs 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.

Makes decisions regarding program systems, working with a variety of staff and stakeholders at all levels. Decisions made in accordance with department, bureau and section policies and procedures.

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

Major system and policy recommendations / decisions are reviewed with the Unit manager.

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.

Physical activities are generally associated with office work such as standing, stooping, kneeling for filing or operating a personal computer. Occasional lifting of supplies and materials. Involves some field travel to external meetings and training. May occasionally ride with field inspectors on field visits.

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.
___Provide formal written counseling.
___Approve leave requests.
___Approve time and attendance.
___Orally reprimand.
___Assign work.
___Approve work.
___Review work.
___Provide guidance on work methods.
___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?

- Provides oversight, leadership, development and technical expertise for maintaining, enhancing and creating legacy data systems, databases, and program databases, including foodborne illness database, mushroom database, Business Unit System (BUSS), State Rating Officer Suite and other legacy systems.
- Provides advanced technical skills, decision-making, and guidance for staff in navigating IT matters, with a focus on legacy data systems, providing professional guidance and training in support of the overall IT function and needs – including as a technical advisor for IT hardware and software coordination.
- Manages specific data collection and reporting systems and supports the implementation and operation of program(s) and legacy data systems.

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

Very minor PD wording changes to clarify duties, clarify non-standard IT in Duty 2 and slight duty percentage changes.

Duty 1 / 60% – shows focus on legacy data systems and databases (was 80% with less defined resource area)
Duty 2 / 25% - facilitate IT hardware, software and user support
Duty 3 / 10% - data reporting
Duty 4 / 5% - other duties, surveys and special projects as assigned

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

The function of the work area is to protect public health especially as it relates to the safety of the food/dairy/feed/produce supply. The position provides senior-level expertise and technical legacy data systems analysis, planning, training and reporting. 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 abo e 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 data systems for the gathering of information and implementing business rules and processes.
- Knowledge, skills and abilities in web page design.
- Knowledge, skills and abilities in maintaining and retrieving electronic files.
- Knowledge, skills and abilities in Microsoft software programs.
- Knowledge of the functions and structure of the Department of Technology, Management and Budget.
- Strong customer service and teamwork skills to positively interact with internal and external customers and staff in a variety of individual and group situations.
- Knowledge of and experience in working with a variety of stakeholders to accomplish highly complex tasks.
- Excellent systems and organizational skills.
- Specific knowledge of the technology systems in assigned work unit/division areas.
- Self-motivated, attention to detail, the ability to communicate and work effectively with a variety of customers.

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.