

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

Position Code 1. DEPTALTEV37Y

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 (CIP)
4. Civil Service Position Code Description Departmental Analyst-E	10. Division
5. Working Title (What the agency calls the position) CIP Business Services Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor JEPPESEN, STEPHANIE; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BENNETT, JAMIE; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work MSP Headquarters / Monday-Friday, 8:00 a.m. - 5:00 p.m.
14. General Summary of Function/Purpose of Position This position will perform a range of professional assignments involving research and analysis to evaluate, assess, plan, develop and implement budgeting, financial, and IT services for CIP. This position will additionally evaluate, analyze, and recommend hardware and software purchasing activities, all departmental purchases, funding source utilization, staff augmentation, purchase orders, and renewals, in addition to other various business services related activities.	

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: 70

Serve as an organizational liaison for administrative services for budgeting and Information Technology.

Individual tasks related to the duty:

- Conducts research and analysis, prepares reports, and conducts correspondence related to accurate resource budget, forecast and vacancy information.
- Assess and monitor purchasing contracts for all types of purchases.
- Analyze financial records, reports and data.
- Assess and monitor inter-agency billing for CIP.
- Assess, analyze, and review expenditures and reports.
- As the dedicated SIGMA resource for CIP, analyzes, recommends, and initiates SIGMA requests for IT and non-IT purchases and service requests.
- Develops and evaluates status reports, update and maintain CIP tracking tools, and provide regularly scheduled updates to CIP leadership.
- Develops and evaluates internal records of CIP contracts and procurement activities.
- Conducts research, and analysis, prepares reports, and conducts correspondence related to upcoming contract renewals, decision points, or actions to be taken by Management.
- Prepares correspondence related to inquiries for information related to billing, contracts/procurement and other CIP project information.

Duty 2

General Summary:

Percentage: 20

Coordinate asset management and inventory within CIP, including workstations, monitors and other peripherals, printer management, and mobile phones.

Individual tasks related to the duty:

- Analyzes, recommends and provides reporting for asset management documentation for all state owned equipment.
- Analyzes, recommends, and provides reporting and acts as the liaison/End-User Coordinator for the work area
- Analyzes and provides reporting for laptop upgrade/replacement tools

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- 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.

All decisions necessary to set priorities in completing work. Decisions regarding the overall management of the CIP data and information.

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

Work is performed independently but requires coordination with other members of the team. Supervisor or management team provides information on project, scope, goals and objectives. Decisions which will have a major impact on the overall goals and mission of CIP are referred with analysis and recommendation to CIP management. Priority conflicts. Any unique situations or unclear policy issues require management consultation.

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 complex area with high visibility. This position does include stressful situations,

at times. Employee must be able to multi-task daily and make sure that deadlines are always met. Physical effort primarily involves regular use of a desktop computer.

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?

Reviews, evaluates, analyzes, recommends, interprets, researches, and develops information and reports to provide to CIP/MCS management.

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

This is a new position.

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

Michigan Cyber Security and Infrastructure Protection is responsible for the cyber and physical security for the state of Michigan enterprise wide. This position develops and processes information and analyzes reports to ensure that MCS meets all State and contractual requirements, assists with preparation CIP/MCS budget planning, and coordinates the purchases within CIP.

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 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) 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:

Thorough knowledge of the State's purchasing and contracting process.

Preferred knowledge in ERP system (i.e., SAP, Dynamix, SIGMA, etc.).

Ability to communicate with others verbally and in writing at a professional level and work well with all levels.

Strong personal computer software skills (i.e., Microsoft Office, Word, Outlook, Excel, SharePoint, PowerPoint, Office 365).

Ability to prioritize and meet deadlines with good time management and attention to detail.

Ability to multi-task daily and assume independent responsibility for completion of work assignments.

Ability to maintain confidentiality.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

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.

MARCELINA BREWER

7/2/2024

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.

JACOB CHABAN

Employee

Date