

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. INFOTMGRD14N

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) CENTER FOR SHARED SOLUTIONS
4. Civil Service Position Code Description INFO TECH MANAGER-3	10. Division Geospatial, Web, and Data Services Division
5. Working Title (What the agency calls the position) INFORMATION TECHNOLOGY MANAGER 14	11. Section Geospatial Services
6. Name and Position Code Description of Direct Supervisor CLEM, KYLE S; STATE ADMINISTRATIVE MANAGER-1	12. Unit Application Development
7. Name and Position Code Description of Second Level Supervisor HOLMES, MARK E; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work ROMNEY BUILDING, 10TH FLOOR 111 S. CAPITOL, LANSING, MI 48933 / M-F 8:00am-5:00pm or variation

14. General Summary of Function/Purpose of Position

This position will serve as the first level manager of professional information technology positions within the Center for Shared Solutions – Geospatial, Web, and Data Services Division. The duties associated with this management position include leading and managing the application development team responsible for geospatial application development as well as maintenance and support of existing software applications. The manager is also responsible for managing the address cleansing and geocoding service team.

Additionally, the manager is responsible for resource assignments and planning along with guidance, assistance, and training opportunities for members of team. The Center for Shared Solution- Geospatial, Web, and Data Services Division serves as a resource for all agencies therefore ensuring quality customer service is also a focus of the individual in this position.

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: 50

Provide supervision of staff and assignments for an Application Development team and Address Cleansing and Geocoding Services.

Individual tasks related to the duty:

- Schedule work assignments, set priorities and direct the work of employees.
- Evaluate employee performance by reviewing completed work assignment and work techniques.
- Identify staff development and training needs and ensure appropriate training is obtained.
- Approve sick leave and annual leave and conduct disciplinary action when necessary.
- Oversee work unit operations budget.
- Coordinate and collaborate with enterprise Project Management Office staff assigned to manage projects to determine resource allocation, budget, estimates, timelines, and communication with customers.
- Implement, update and oversee application development team processes.

Duty 2

General Summary:

Percentage: 30

Oversee and direct the work performed within the application development team. Ensure that quality customer service is provided to agency partners.

Individual tasks related to the duty:

- Assure change management processes are complete and proper sign off has been obtained prior to implementation of any change orders.
- Develop proposals, scopes of work, and cost estimates working in collaboration with the Project Management Office staff and the section manager.
- Conduct meetings to update business users and management and stakeholders on project status.
- Ensure application and architecture designs are being developed and/or reviewed as part of project scoping. Participate in application design sessions with the project teams.
- Ensure development standards are reviewed and updated on a regular basis. Ensure that staff are utilizing the standards in their development projects.
- Ensure test plans are in place and complete.
- Provide mentoring and coaching in the utilization of application development techniques, tools, resources, and life-cycle management.

Duty 3

General Summary:

Percentage: 15

Organizational activities – contribute to the overall operation of the unit and support.

Individual tasks related to the duty:

- Serve as backup for the Section manager.
- Assist with contract development and administration for project consultants and provide information on policies, procedures, status reports, or any other activity related to satisfying contractual obligations.
- Maintain records; prepare reports and correspondence related to work.
- Participate in work groups to coordinate standards and promote sharing of information.

Duty 4

General Summary:

Percentage: 5

Perform special assignments as required.

Individual tasks related to the duty:

- Present, as needed, in meetings within CSS, DTMB, State Agencies or other stakeholders.
- Make recommendations about technology trends and process improvements.
- Serve on committees, workgroups, and other teams representing the section, division, or department.
- Perform other assignments as requested.

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

This position exercises coordination of staff members; determine required changes to task schedules and timelines; advise immediate supervisor of impact of changes; decide what skill sets are needed for workgroup resources.

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

Initial allocation of budget and staff. Purchase of equipment or software to support the project development and implementation. Decisions that impact the budget. Substantial deviations from methodology, practices, standards, or written policies. Decisions which will have a major impact on project objectives and direction.

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.

All activities are performed in a normal/standard office environment.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VACANT	INFO TECH PRGMR ANALYST-A	KAMINSKI, JERI S	INFO TECH PRGMR ANALYST-A 12
VACANT	INFO TECH PRGMR ANALYST-A	PULIYADI, SAHADEVAN	INFO TECH PRGMR ANALYST-A 12
STOWE, MICHAEL	INFO TECH PRGMR ANALYST-A 12	VACANT	INFO TECH PRGMR ANALYST-E

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?

This position supervises professional information technology staff to support all systems that are developed and maintained by the team. This position oversees unit activities to provide software design and programming services to agency clients.

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

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

The application development team provides development and maintenance support for all information systems developed by the Center for Shared Solutions. Much of the development completed by this team has complex geo-spatial and/or mobile components. This managerial position will oversee the staff responsible for the development and maintenance of these applications and serve as a knowledgeable resource on these technologies.

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:

Information Technology Manager 14 - 15

Three years of professional experience equivalent to an Information Technology Infrastructure, Programmer/Analyst or IT Project Coordinator P11 or one year equivalent to an Information Technology Infrastructure, Programmer/Analyst or IT Project Coordinator 12.

Alternate Education and Experience

Information Technology Manager 14 - 15

Three years of experience as a computer programming supervisor or Information Technology Supervisor may be substituted for the education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Required:

- Knowledge and/or experience in team or workgroup leadership principles.
- Extensive knowledge and experience in current application development tools and related languages.
- Knowledge of:
 - business systems analysis, application design and development.
 - agile project management principles and system development life cycle.
 - relational database architecture such as SQL Server and support tools.
 - methods for planning, developing and administering complex systems.
 - both UI and light experience of modern JavaScript frameworks like Vue, Angular, and React
 - coding practices for ADA compliance.
- Ability to:
 - communicate technical terminology at a level appropriate to audience.
 - establish and maintain effective relationships with clients and treat others fairly.
 - delegate tasks and project to appropriate staff, mentor, and direct employees to appropriate course of action.
 - develop project plans that are comprehensive and complete and adequately manage several projects simultaneously.
 - show respect to all team members, actively contribute in team meetings and share information.
 - resolve complex problems in a timely manner and seek optimum solutions.

Highly Desirable:

- Knowledge of:
 - geospatial application development practices and tools such as ESRI
 - .NET
- Strong written and verbal communication skills; ability to effectively make oral and written reports, presentations, and prepare clear and concise documentation.
- Ability to:
 - keep clients and team members informed and respond to client requests in a timely manner with positive communications.
 - analyze instructions, data, initiate research, and support state of the art technologies.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a 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.

STACI ERICKSON

Appointing Authority

8/12/2026

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