

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Technology, Management & Budget; Bureau: Agency Services - DTMB, SBO, ORS, EGLE, DNR, and
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agency Services
4. Civil Service Classification of Position Information Technology Programmer Analyst 12	10. Division Agency Services Supporting, DNR, EGLE and MDARD
5. Working Title of Position (What the agency titles the position) Senior Business Analyst	11. Section Quality Assurance, Business Analysis & Process Architecture
6. Name and Classification of Direct Supervisor Jonah Smith, Info Tech Manager-3	12. Unit Compliance Team
7. Name and Classification of Next Higher Level Supervisor Jeanette Clark, State Administrative Manager-1	13. Work Location (City and Address)/Hours of Work 525 W. Allegan, Lansing, MI / 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

The Senior IT Business Analyst with the Department of Technology, Management, and Budget (DTMB) Agency Services supporting Michigan Departments of Natural Resources (DNR), Environment, Great Lakes, and Energy (EGLE), and Agriculture & Rural Development (MDARD) will coordinate agency, DTMB, and vendor efforts to be in compliance with the State of Michigan (SOM) Governance, Risk, and Compliance (GRC) practices and policies. This person will be responsible for completing the system security plan of the Michigan Security Accreditation Process (MiSAP), consisting of Risk Assessment questions, Plan of Action and Milestones, application vulnerability scanning onboarding and requests, etc. They will also assist with completing disaster recovery plans, incident response plans, and business continuity plans. This individual will train and mentor other staff on these tools, processes, and procedures to include identifying training needs and materials.

This position will assist with compliance of audit criteria and provide process development and audit support for the partner agencies' IT systems, web sites, web applications, mobile sites and mobile applications. Additionally, it will provide for audit credibility and compliance and mentor other DTMB staff on compliance.

This position works and collaborates with people outside of the Compliance Team such as auditors, project managers, analysts, vendors, development resources, and business partners.

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 65%

Act as a Data Custodian for System Security Plans (SSP) and collaborate with Information Technology (IT), project teams, and business partners to facilitate the completion of these plans for the agency partners. This includes plans related to Disaster Recovery (DR), Business Continuity, and Incident Response.

Individual tasks related to the duty.

- Provide content approval and validate estimates for the entire schedule of the project for the Project Manager to ensure compliance with the SUITE Project Management Methodology (PMM) and the Systems Engineering Methodology (SEM).
- Facilitate requirements gathering/meetings with clients to gather requirements (traditional waterfall and agile) for all IT solutions and to identify impacted business processes and determine best process and IT solution integration.
- Redesign and approve program specifications based on test results.
- Lead artifact reviews with peers, system specialists, Enterprise Security and other DTMB entities to ensure IT solutions and applications adhere to DTMB and agency policies, standards or guidelines.
- Participate in Solutions Design Team meetings and assist in creation of the Enterprise Architecture Solution Assessment (EASA), Infrastructure Service Request (ISR), Hosting documents and Firewall Rule requests.
- Ensure proper change management for all requested fixes to production systems.
- Ensure proper change management for all requested changes to system designs and system architecture standards are documented.
- Responsible for development of training content and facilitate training.
- Develop and monitor defect tracking logs and facilitate problem resolution.
- Review and approve project management documents.
- Serves as Agency Services liaison to outside consultants.
- Serve as a liaison between DTMB and the client concerning application requests, standards, and other program and project matters.
- Develop and maintain an effective communication plan with DTMB, vendors and agency staff relating to project level metrics
- Takes lead role in audit investigation, security reviews and risk assessment document creation.
- Perform disaster recovery planning and implementation
- Leads assigned task forces, special committees, and/or research groups

Duty 2

General Summary of Duty 2 % of Time 30

Serve as Senior IT Compliance Analyst by ensuring change management activities are executed according to the standard processes and procedures set by the agency and state auditing. Responsible for the documentation of processes which align with industry standards. Responsible for review of State Unified Information Technology Environment (SUITE) documentation throughout a work request. Stay current with industry and enterprise process and procedures to comply with audit activities.

Individual tasks related to the duty.

- Work with auditors to provide needed documentation for audit exercises
- Ensure that policies and procedures are implemented and well documented to meet audit requirements
- Perform occasional internal reviews of process execution
- Identify compliance problems that call for formal attention
- Research regulations by reviewing regulatory bulletins and other sources of information
- Train other analysts within the division on the applicable guidelines and standards Maintains quality service by establishing organization standards
- Coordinate security resources to ensure proper system design based on DTMB and Agency security requirements and standards.

Duty 3

General Summary of Duty 3

% of Time 5

Perform other business or IT related duties as assigned.

Individual tasks related to the duty.

- Perform other support activities for user experience or testing activities.
- Perform other tasks upon the request of the DTMB manager or Specialist.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

- Decisions involving research of current system operations
- Decisions leading to the proposition of alternatives and recommendations for new processes in the security accreditation process
- Decisions involving preparations of specifications, configuration of software, program code evaluation and testing as related to the security accreditation process
- Decisions in support of DTMB, division, and agency partner standards

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

- Decisions that impact DTMB or agency priorities or goals.
- Decisions involving monetary commitments.
- Decisions that result in a process change.
- Whenever conflicting requests are made by DTMB management.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

- Normal office environment.
- Extensive use of PC, mouse and keyboard: 85-100%.
- Frequent heavy workloads and mandatory deadlines – ongoing.
- Some travel: 10-20% (primarily around the greater Lansing area).

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**
Manager prepared.

23. What are the essential duties of this position?

This position must be able to effectively communicate with agency partners, IT staff, MCS, and Vendors. It is expected to work independently following SOM and MiSAP process/procedures to ensure compliance of agency partner IT solutions. Ensure all stages of the SSP, remediation plans, and evidence are acquired and/or completed timely and accurately in coordination with the appropriate agency partner, IT, Vendor, and MCS staff to achieve/renew Authority to Operate per standards

Critical Job Role = Compliance (Data Custodian/Compliance Analyst)

Competencies:

- Communication
- Customer Focus
- Building Strategic Working Relationships
- Planning and Organizing Work
- Technical/Professional Knowledge
- Initiating Action

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

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

The Quality Assurance and Business Analysis and Process Architecture Team helps determine software solutions for agency partners and provides quality checks throughout the process.

The Senior IT Business Analyst position provides not only standard and process reviews but is directly responsible for ensuring compliance with agency partner applications and the Mi Security Accreditation Process. The primary goal is to act as a Data Custodian and help ensure agency partner IT solutions conform with security standards and best practices.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Information Technology Programmer/Analyst P11/12

Possession of a Bachelor's degree with 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 Programmer/Analyst 12

Two years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11.

Alternate Education and Experience

Information Technology Programmer/Analyst P11 - 12

Possession of an associate's degree with 16 semester (24 term) credits in computer science, information assurance, data processing, computer information, data communications, networking, systems analysis, computer programming, IT project management, or mathematics and two years of experience as an application programmer, computer operator, or information technology technician; or two years (4,160 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

OR

Educational level typically acquired through completion of high school and four years of experience as an application programmer, computer operator, information technology technician, or four years (8,320 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skills to execute testing methodologies
- Skills to execute defect management
- Skills to perform acceptance testing, integration testing, functional testing, regression testing, system testing
- Skills to create and execute test cases
- Knowledge of performance and load testing
- Knowledge of CMMI
- Knowledge of project management concepts and methodologies
- Skills to decide what needs to be tested when test cases not provided or adequate
- Knowledge of software development lifecycle methodologies
- Knowledge of SQL
- Knowledge of coding platforms
- Skills to perform Accessibility manual testing
- Skills to create and execute surveys
- Strong analytical skills
- Strong verbal and written communication skills
- Strong interpersonal skills
- Ability to work in a team setting
- Ability to seek information
- Ability to perform detail-oriented tasks
- Ability to manage multiple projects

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal vehicle.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. *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

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

Appointing Authority's Signature

Date