

**State of Michigan
Civil Service Commission**

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

Position Code

1. INTCSPL3F37N

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) Agency Services
4. Civil Service Position Code Description INFO TECH SPECIALIST-3	10. Division Agency Services – MDOS
5. Working Title (What the agency calls the position) Solutions Architect - ITS 14	11. Section Enterprise Architecture & Configuration Management
6. Name and Position Code Description of Direct Supervisor HUYNH, HAU H; INFO TECH MANAGER-4-FZN	12. Unit Enterprise Architecture
7. Name and Position Code Description of Second Level Supervisor MONTGOMERY, MITCH; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7064 Crowner Dr., Dimondale, MI / 8AM – 5PM (May Vary)Hybrid: Mon/Thu/Fri – Remote;

14. General Summary of Function/Purpose of Position

The Solutions Architect is the sole specialist responsible for developing, administering, and enforcing plans, policies, and procedures for system development at MDOS, including the design and implementation of enterprise level software, frameworks and services that are the underpinnings of MDOS's entire IT system development program. The Solutions Architect reviews and ensures that all MDOS systems meet PCI compliance. The Solutions Architect will meet with PCI compliance vendors to answer questions and review the States PCI efforts. This position will also ensure the maintenance of the Frameworks for MDOS's system development and production environments. The architect will work with internal teams and external vendors on Solution design and integration into the States IT environment. The Solutions Architect will attend business and technical analysis sessions for development projects and provide an enterprise and agency-wide viewpoint to the requirements and ultimate system architecture. This position will validate system designs created for MDOS's system development projects and will review and approve application designs submitted by third party or purchased software implementation projects. The Solutions Architect will provide ongoing expertise and consultation to all DTMB Agency Services MDOS system designers and developers. This position is also charged with providing technical leadership, guidance and direction to Programmers/Analysts supporting related system architecture functions for the client agencies. Indirect reporting relationship to the Chief Technology Officer through the Enterprise Architecture Division.

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: 60

In an IT Specialist capacity, this position supports Michigan Department of State Customer Automotive Records System (CARS) – Driver's License and Personal Identification Card. Plan, develop, manage and administer design related policies and procedures.

Individual tasks related to the duty:

- Provide technical architecture expertise as it relates to the integration of systems, security, middleware, services, database design, hardware/server, and tools, to IT project business and technical requirement sessions and for system implementation.
- Lead and coordinate with other technical resources in the overall system design, implementation and integration of systems with other existing systems/technologies/data sources on multiple platforms within the agency, across multiple state agencies, Office of Enterprise Architecture and with multiple vendors.
- Develop strategic goals required to ensure that the overall architecture is in compliance with the DTMB Strategic Plan.
- Consult with system designers on proper system design and use of enterprise architecture components.
- Compile or design hardware and software architectural models of current and proposed systems across the client enterprise for use internally and in conjunction with third party technology partners. The models are of two types:
 - Enterprise Models that depict the entire client enterprise and its inter-relationships internally and with the state enterprise architecture.
 - Reference Models that depict recommended & approved technologies & designs, which can serve as a template for future projects.
- Perform architecture design reviews across the organization.
- Define, implement and maintain the IT technical architecture design methodology and best practices.
- Lead the alignment effort toward State of Michigan (SOM) Digital Strategies development and implementation.
- Survey external emerging developments, and evangelize new technologies, standards and methodologies that will have a positive impact on the quality of MDOS systems and services.
- Ensure the implementation of security standards in system architectures and designs. Be familiar with, provide research, documentation and input (when applicable) to Enterprise Security standards.
- Plan, develop and administer architecture design related policies and procedures to promote high quality, accuracy and usable system designs.
- Provide technical leadership, guidance and direction to Application Architects, Database Administrators, Programmer/Analyst(s) supporting system design, database architecture and design and overall architecture functions in client agencies.

Duty 2

General Summary:

Percentage: 20

Develop and maintain system level architecture components and design repositories (i.e. middleware, services, database, hardware). Manage projects related to architecture component design and development.

Individual tasks related to the duty:

- Perform technical requirements analysis for client enterprise level middleware, services, database, hardware components and objects.
- Oversee the design, development and testing of client enterprise level components, API's and related databases.
- Oversee and approve the development and changes to the architecture to ensure proper execution of the design.
- Provide technical support to application designers in the use of the architecture environment.
- Provide "practical" technical solutions to the development team to solve complex development problems.
- Chair appropriate change control boards.
- Oversee the development of testing plans, scenarios and test data to ensure compliance and fit with the overall architecture.
- Manage architecture components and documentation versions using the established configuration management process and tools.
- Manage associated projects to develop client enterprise level architecture components and objects.
- Review the security and account administration services.
- Act as the MDOS IT Architect on statewide and client enterprise application integration projects.
- Act as liaison to DTMB Enterprise Architecture and the Office of Enterprise Security.
- Direct the use of EA Solution Patterns and Reference Models with existing and proposed solutions within the area of responsibility. Assist in creating EA Solution Assessments and network diagrams.

Duty 3

General Summary:

Percentage: 10

Perform middleware, services, hardware support as required.

Individual tasks related to the duty:

- Provide assistance to the server hardware and database administrator on system level components, middleware and APIs (assets).
 - Insure the installation, configuration, and implementation of the assets follow the architecture guidelines.
 - Insure proper operation of the assets.

Duty 4

General Summary:

Percentage: 10

Perform additional duties as assigned.

Individual tasks related to the duty:

- Participate in the development and implementation of processes that improve efficiency and enhance productivity.
- Provide leadership, consultation and expertise on special teams and projects as assigned.
- Ensure relevant administrative functions are complete and accurate.

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

Final decision maker on the following:

- Technical architecture design – all development projects, development staff and systems users.
- Technology used to implement architectures – all development projects, development staff and system users.
- The best approach to resolve technical issues and troubleshoot problems – all development projects, development staff and system users.
- Plan, develop and administer architecture design related policies and procedures – all development projects, development staff and system users.

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

- Recommendations for technical design that may have a direct impact on other State Agency systems or the data warehouse.
- Requiring endorsement from managers of other impacted systems, impact budget and staffing needs, or significantly impacting project schedules.
- Decisions having strategic technical implications.
- Conflicts between technical directions or staff organizations and changes having significant impact to staff.
- Security considerations impacting the enterprise or requiring additional review by policy.

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.

Typical 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.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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?

Management prepared.

23. What are the essential functions of this position?

As the Solutions Architect for (Agency), this position is strategically responsible for the design and implementation of (Agency's) client enterprise level architecture, middleware, services, database and hardware components. This Specialist leads the alignment to SOM Digital Strategy; compiles or designs architectural models of current and proposed systems across the client enterprise; performs design reviews across the Agency Services client organization; leads the evaluation of vendor software targeted for possible integration into the systems or environment; defines and manages the IT design methodology; surveys external emerging developments, and evangelizes new technologies and standards; manages the development and maintenance of (Agency's) architecture environment, and consults with application designers on how to implement enterprise architecture components and how to resolve issues.

Critical Job Role: Solutions Architecture

Competencies: Customer Focus, Technical/Professional Knowledge, Planning and Organizing Work, Communication, Building Trust, Contributing to Team Success.

Occasional overtime may be required.

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

The essential duties and tasks of this position have not changed, the update is the location of the actual position, now reporting to Dimondale and minor changes to the verbiage in box 14.

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

This Solutions Architect position supports Michigan Department of State Customer Automotive Records System (CARS) – Driver's License and Personal Identification Card. Plan, develop, manage and administer design related policies and procedures. The Solutions Architect is the sole specialist responsible for developing, administering, and enforcing plans, policies, and procedures for system development at MDOS, including the design and implementation of enterprise level software, frameworks and services that are the underpinnings of MDOS's entire IT system development program. As the Solutions Architect, this position supports Michigan Department of State Customer Automotive Records System (CARS) – Driver's License and Personal Identification Card. It will plan, develop, manage and administer design related policies and procedures ensuring it will meet with PCI compliance. They will work with vendors to answer questions and review the States PCI efforts.

This division is responsible for providing system and programming development to multiple program areas within the client agency. The division must assess user problem/needs, design, develop, program, implement, maintain, enhance, manage and control numerous computer systems. It must perform these activities in compliance with state and federal regulations, in adherence to prevailing division policy, procedures, and standards, while maintaining operational effectiveness. For effectiveness in system development, decisions regarding the systems architecture are critical. This position serves as a systems architectural specialist with responsibility as the liaison to the leveraged teams within DTMB.

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 at least 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 Specialist 14 - 15

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

KNOWLEDGE, SKILLS, AND ABILITIES:

A thorough knowledge of the various aspects of complex technology systems, ability to use precedents in making decisions, capacity to communicate effectively with others, and maintain favorable public relations with clients. Considerable knowledge of application development environments, ability to gather and analyze facts, define problems and recommend solutions, ability to conduct interviews and establish and maintain effective relationships with system users, ability to communicate technical terminology at a level appropriate to the audience. A thorough knowledge of the various aspects of the client agency. The ability to recommend technical solutions to business problems is essential.

Advanced systems engineering techniques, PowerBuilder, JAVA, JavaScript, .NET, HTML, XML, SQL, Microsoft VISIO, Microsoft Project, Microsoft Office (Word, Excel, Access, PowerPoint), relational database concepts, database concepts, telecommunication concepts, web services.

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.

SHANITRA FLUELLEN

11/19/2025

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.

Employee

Date