

State of Michigan
Civil Service Commission

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

Position Code

1. DEPTALTE

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 MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Epidemiology and Population Health
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Vital Records and Health Statistics
5. Working Title (What the agency calls the position) Security Analyst	11. Section Data Systems & Informatics Section
6. Name and Position Code Description of Direct Supervisor UPTON, JENNIFER; DEPARTMENTAL MANAGER-3	12. Unit VR System Support Unit
7. Name and Position Code Description of Second Level Supervisor JOHNSON, KYLE; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 333 S. Grand Ave, Lansing MI, 48933 / Monday – Friday 8:00am to 5:00pm

14. General Summary of Function/Purpose of Position

The VR System Support Unit is responsible for system security access, quality assurance, training, testing, and technical support for Division of Vital Records and Health Statistics, along with external stakeholder education.

The Security Analyst position is responsible for policy development, system security access and security support for various applications/systems, including security monitoring and enforcement, and investigation of system security incidents. This position is responsible for administering system security for systems, including Vital Event Registration Application (VERA), Electronic Death Registry System (EDRS), Central Paternity Registry (CPR), Marriage, and Divorce Registry. The fundamental duties of this position are to enforce appropriate security roles and work profiles for the Division of Vital Records and Health Statistics (DVRHS) program areas. The analyst acts as a liaison between the State, vendors and DTMB, and acts as a dedicated resource for System Security Plans. The analyst troubleshoots security related processing problems and implements and understands security and internal controls when administering system security. This position is responsible for annual user rights review to ensure ongoing compliance with privacy and security laws, regulations, and internal controls and for developing and maintaining policies, procedures, and training materials. This position processes forms ensuring appropriate user access to Vital Records systems is added, changed, or deleted, and supports the Database Security Application for all Vital Record applications.

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**

Position is responsible for administering systems security for any existing, newly developed and/or a significantly modified Vital Records system(s).

Individual tasks related to the duty:

- Enforce appropriate security access roles and work profiles within a system/application. Define user compatible, undesirable, and incompatible access rights within a system and across systems.
- Assist system owners and acts as liaison between business, technical, external, and contractual staff to establish the security requirements for new implementations that are required by Vital Records.
- Assist VR system owners to determine changes needed to Security Access Roles that allows users access needed to perform job duties and complies with Vital Records standards and policies.
- Define and implement security monitoring reporting requirements, execute, and analyze reports on an ongoing basis.
- Monitor existing, new, or significantly modified system/application to ensure appropriate access, enforce separation of duties, and act in a troubleshooting capacity for security access and control problems.
- Perform annual user access rights review to ensure ongoing compliance to privacy and security regulations and standards.
- Process forms ensuring appropriate user access is added, changed, or deleted.
- Work with other section analyst(s) to establish and maintain procedures and training material for Vital Records systems.
- Assist manager with establishing and maintaining standards, best practices, and security controls for access for existing, newly developed and/or a significantly modified system.
- Investigate routine system access rights and system security related questions/concerns.
- Work in collaboration with the manager and DTMB to design and implement security access profile frameworks. This is reviewed annually for additions, changes, and appropriate user profile administration.
- Review access rights for employees and contract staff and ensure access removal upon termination of employment to comply with State statutes and regulations regarding internal and external users.
- Assist manager with user support during User Acceptance Testing (UAT) and other releases for the various Vital Record systems.

Duty 2**General Summary:****Percentage: 25**

Position troubleshoots routine and/or significantly modified information system security related problems and implement various data security laws, rules, regulations, state and federal standards.

Individual tasks related to the duty:

- Research and analyze security protocols, legal authority, rules, regulations, and standards and apply these standards to Vital Records internal processes to assist in developing procedures regarding external business users' access requests.
- Act as Keylight resource to satisfy System Security Plan activities for VR systems.
- Analyze and interpret system access and control data and reports.
- Run queries based on management needs and to comply with various security monitoring standards.
- Draft recommended changes to access roles and procedures in relation to system security administration.
- Develop templates, matrixes, and other aides; provide consultation and support to various program areas regarding information security, security controls, and administration.
- Research new security tools and methodologies for the security of Vital Record information and its information resources.
- Conduct special studies and propose improvements to security, access controls, and process efficiency.
- Prepare and present concise reports and necessary correspondence.

Duty 3**General Summary:****Percentage: 15**

Position assists manager and other section analyst(s) with developing and updating internal security training materials and procedures and provides the system specific training to staff.

Individual tasks related to the duty:

- Assist manager with developing and updating internal training materials and provide training to staff.
- Assist manager with development and maintaining separate training materials for security representatives.
- Establish, distribute, and maintain security awareness materials for all users of Vital Records systems.
- Develop and distribute communications to security representatives related to changes, special instructions, draft guidelines, draft forms, and other relevant information.
- Perform special assignments and tasks as assigned.

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

The Security Analyst takes the initiative to identify incompatible security access and makes recommendations to remediate such findings to the system and business owner(s). Inability to do so might compromise the quality of security for the Vital Record systems that handles highly confidential data. The Security Analyst must take initiative to perform troubleshooting activities, develop ad hoc reports, and determines when issues should be escalated to the unit and section managers. The Security Analyst assists with creating and maintaining procedures for access roles affecting internal and external customers upon analyzing the impact of security standards and security best practices.

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

Decisions that impact the reputation of the organization, decisions that could impair daily operations or impact projects and budgets, must be escalated to the section manager. Direct supervisor input is sought for determining priorities when conflicts arise or policies may need to be enforced.

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.

Standard office environment with extensive use of computer. Meeting attendance in multiple in-state locations. Work environment can be stressful with fixed deadlines.

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?

The essential duties of this position are:

- Establish and maintain procedures for defining access roles within a newly developed and/or a significantly modified system.
- Assist in developing Security Access Frameworks and review new technologies and initiatives.
- Run queries based on management needs and to comply with various security monitoring standards.
- Analyze the impact of security standards and security best practices and apply these standards to Vital Records internal processes and procedures.
- Act as a liaison between the state, vendors, and with DTMB for information system problems, changes and/or enhancements.
- Assist with developing and maintaining internal security training materials and procedures and provide training.

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

New establishment.

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

The VR System Support Unit is responsible for system security, data quality assurance, training, and technical support within the Data Systems & Informatics Section, along with external stakeholder education for the Division of Vital Records and Health Statistics systems. This position is responsible for performing security analyst assignments. The position serves as a team member by assisting the Unit Manager and Section Manager to ensure adequate security and access controls, with system development and oversight, developing and maintaining guidelines, reviewing reports, and analyzing information.

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:

As listed on the Civil Service job specification. In addition:

- Effective written and verbal communication skills.
- Knowledge of security standards and best practices.
- Knowledge of risk analysis/management techniques, best practices for internal controls, and information technology security.
- Familiar with State of Michigan and federal computer system security guidelines and rules. Knowledge of NIST is desirable.
- Knowledge of the operation of personal computers, including the Microsoft suite and Access software.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to maintain and secure sensitive and confidential information.
- Ability to use automated tools to assist staff in developing security frameworks, tools, and other aides for maintaining proper security.
- Ability to abstract and present significant facts from information.
- Ability to establish and maintain excellent working relationships with agency and other staff.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

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.

None.

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

LIBERTY IRWIN

2/1/2024

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.

Employee

Date