

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 Business Services
5. Working Title (What the agency calls the position) Division Support Analyst 9-P11	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, 7150 Harris Dr. Dimondale, MI / Monday-Friday, 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

The Division Support Analyst serves as a key resource for CIP Business Services by providing comprehensive administrative, operational, and analytical support to ensure efficient division performance. This position is responsible for coordinating business processes, maintaining accurate records, preparing reports, and assisting with budget and procurement activities. Analysts act as a liaison between internal teams and external stakeholders, ensuring compliance with policies, procedures, and regulatory requirements. They contribute to process improvement initiatives, support project implementation, and provide technical and logistical assistance to leadership and staff to facilitate smooth day-to-day operations.

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: 35

Strategic Data Analysis and Performance Reporting

Individual tasks related to the duty:

- Design and implement data collection frameworks to evaluate CIP program effectiveness.
- Analyze trends, identify risks, and develop dashboards and reports to inform executive decision-making.
- Convert complex data into actionable insights and policy recommendations.
- Define and monitor performance metrics aligned with CIP strategic goals.

Duty 2

General Summary:

Percentage: 35

Policy, Process, and Knowledge Management

Individual tasks related to the duty:

- Analyze and recommend improvements to CIP policies and operational procedures, ensuring compliance with records management standards
 - Collaborate with stakeholders to align CIP processes with state and federal cybersecurity requirements.
 - Manage CIP records strategy, including retention schedule analysis and updates.
 - Lead knowledge-sharing initiatives to maintain operational continuity and inform process enhancements.
- Assess the impact of proposed changes and prepare briefing materials for leadership.

Duty 3

General Summary:

Percentage: 20

Organizational Change and Stakeholder Engagement

Individual tasks related to the duty:

- Act as the primary liaison to the Organizational Change Management (eOCM) team.
- Conduct impact assessments and readiness evaluations for CIP initiatives.
- Facilitate stakeholder engagement through surveys, focus groups, and feedback loops.
- Present findings and recommendations to CIP leadership.

Duty 4

General Summary:

Percentage: 10

Operational Support

Individual tasks related to the duty:

- Perform additional duties as assigned to support CIP operations.

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

Day-to-day activities and prioritizations of personal work activity. Decisions as to what documents are needed affect requesting authority or receiving authority. This position must be able to direct staff to others in DTMB and State Government when the answer is not readily available. This position will review and apply new policy to special work requests.

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

Limited clarification of special assignments or when technical knowledge is required, or department policy is unclear. Decisions requiring any financial commitment. Issues that affect all staff.

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. Occasional travel to other buildings is necessary. Occasional travel for informational meetings scheduled with agencies, enterprise wide.

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?

Prepared by management

23. What are the essential functions of this position?

This position is designed to provide high-level analytical support to CIP Divisions by:

- Delivering insights that shape strategic direction.
- Evaluating the effectiveness of CIP programs and initiatives.
- Supporting enterprise-wide cybersecurity planning and performance tracking

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

AA is requesting to update position description for DEPTALTEW05Y. Updated duty #1 to reflect Strategic Data Analysis & Performance Reporting (35%): design data frameworks, analyze trends/risks, build dashboards, convert data to insights, define performance metrics. Updated #2-Policy, Process, & Knowledge Management (35%): improve policies/procedures, compliance with records standards, retention schedule, knowledge-sharing, impact assessments and briefing materials. The rest of the duties and tasks remain the same. Updated duty #3-Organizational Change & Stakeholder Engagement (20%): primary liaison to (OCM, impact/readiness assessments, surveys/focus groups, present findings to leadership.

The updated PD shifts the role from heavy budgeting/procurement/asset focus to analytics, policy/process, and change-management focus.

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

DTMB Cybersecurity and Infrastructure Protection is responsible for the cyber and physical security for the state of Michigan enterprise wide. This position provides professional assistance and operational analysis to the office of the CSO and CIP leadership to ensure day-to-day operations and responsibilities are carried out in alignment with applicable legislation, contributing to the effective operation, maintenance, and enhancement of cybersecurity and infrastructure protection across state agencies and for the benefit of Michigan residents.

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:

- Expertise in data analysis, policy evaluation, and performance measurement.
- Strong understanding of cybersecurity operations and public sector governance.
- Ability to synthesize complex information and communicate clearly to diverse audiences.
- Proficiency in tools such as Excel, Power BI, and SharePoint for data visualization and collaboration.

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

1/28/2026

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