

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

<b>Position Code</b> 1. STDIVADM59N
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Budget and Operations Administration (BOA)
<b>4. Civil Service Position Code Description</b> STATE DIVISION ADMINISTRATOR	<b>10. Division</b> Office of Research and Planning (ORP)
<b>5. Working Title (What the agency calls the position)</b> Data Systems Services Administrator	<b>11. Section</b> Automated Data System Services (ADSS)
<b>6. Name and Position Code Description of Direct Supervisor</b> BURTOVOY, KEVIN L; STATE BUREAU ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> HAMP, JULIE; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

**14. General Summary of Function/Purpose of Position**

This position reports to the State Bureau Administrator as the Data Systems Services Administrator within the Department of Corrections. Oversees the day-to-day administrative operations of the Automated Data System Services (ADSS) division, works closely with DTMB - Agency Services, DTMB leadership, other administrations, as well as agencies and organizations outside of the Department. Oversee the administration of the Departments IT portfolio, including all aspects of the System Development Life Cycle for enterprise data systems. Provides guidance to the Department's executive management team on ongoing maintenance and support issues from COMS, EAMP and other enterprise systems, IT project status, prioritization of new initiatives (technology roadmap), and important technology changes impacting the Department and its staff. Responsible for developing spending plans; develop and maintain the Department's information technology roadmap and chair the Departments technology EPIC team. Oversee the Departments initiatives related to enterprise and internal automated solutions (e.g., PowerApps, etc.), new technologies, artificial intelligence, Digital Records, and specialized hardware integrated with the Department's data systems. Ensure MDOC policies, procedures, and leadership decisions are assessed for system impacts as new are implemented or updates occur. Ensure COMS, EAMP, and other data systems business rules correctly meet requirements related to applicable laws, mandates, policies and procedures. Develop and update policies and procedures to maintain, enhance, or implement data systems.

**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: 25**

This position reports to the State Bureau Administrator as the Data Systems Services Administrator within the Department of Corrections. Oversees the day-to-day administrative operations of the Automated Data System Services (ADSS) division, works closely with DTMB - Agency Services, DTMB leadership, other administrations, as well as agencies and organizations outside of the Department. Oversee the administration of the Departments IT portfolio, including all aspects of the System Development Life Cycle for enterprise data systems.

**Individual tasks related to the duty:**

- Represents the Division at various meetings.
- Ensure processes are developed for COMS, EAMP and other data systems to receive, investigate, and resolve end user complaints and non-conformance issues.
- Ensures incident response plans are developed and maintained for after hours, holidays and weekends for all MDOC Red Card application responses and decisions.
- Responsible for responding and/or escalating issues to administrative decisions when needed.
- Responsible to notify MDOC Administration and/or staff of IT outages, workarounds and status updates as needed.
- Oversee maintenance and support of system interfaces and integrations within and outside of the Department.
- Ensure administrative goals are met related to system dashboards and data visualization.

**Duty 2**

**General Summary:**

**Percentage: 25**

Provides guidance to the Department's executive management team on ongoing maintenance and support issues for COMS, EAMP and other enterprise systems, IT project status, prioritization of projects (technology roadmap), and important technology changes impacting the Department and its staff.

**Individual tasks related to the duty:**

- Provide Executive Policy Team with progress evaluations via review of the Departments technology road map, providing recommendations on future planning and conflict mitigation of upcoming projects.
- Acts as the key advocate for MDOC projects to Administration ensuring that project priorities are aligned with the Department's goals and communicates same to DTMB Agency Services.
- Chairs or serves on FOA, CFA, BOA, MDOC and interagency committees as assigned.
- Presents/reviews of the technology roadmap to leadership and in meetings.
- Informs leadership of upcoming DTMB roadmap goals and the impact on the MDOC and users.

**Duty 3**

**General Summary:**

**Percentage: 20**

Responsible for developing spending plans; develop and maintain the Department's information technology roadmap and chair the Departments technology EPIC team.

**Individual tasks related to the duty:**

- Develops and manages Division's annual spending plan.
- Facilitates and is a member of the Technology EPIC team. (The team meets bi-weekly. Ensures agenda items are followed through, and recommendations are prepared for the Director).
- Develop procedures and/or revision of procedures outlining the method by which Business units request development of new enhancements to existing business operations software.
- Reviews, verifies and approves software license and maintenance renewals.
- Reviews and approval of invoices before being sent to contracted vendors.

**Duty 4**

**General Summary:**

**Percentage: 15**

Oversee the Departments initiatives related to enterprise and internal automated solutions (e.g., PowerApps, etc.), new technologies, artificial intelligence, Digital Records, and specialized hardware integrated with the Department's data systems.

**Individual tasks related to the duty:**

- Ensure processes are developed to maintain and support infrastructure related to the MDOC communication system with Courts (i.e., Polycom).
- Ensure processes are developed to implement, maintain and support handheld scanners integrated with the Departments case management system (COMS).
- Ensure processes are developed and maintained to identify vendor use of artificial intelligence, proper risk assessments are completed and recommendations to administrators are communicated.
- Acts as the key advocate for MDOC initiatives communicating to the DTMB GM, BRM, and DTMB-AS working to develop a path forward through the CTO or SDT areas of DTMB.
- Ensure processes are developed and maintained to identify and implement opportunities to receive and share data with various partners (EOG, Vendors, Research partners, etc.).
- Oversee the development, maintenance, and support of internal systems (PowerApps, etc.) used by the Department.
- Ensure Initiatives related to the digitation of records are achieved.
- Ensure data sharing agreement schemas are correct, applicable and support the security levels required.
- Ensure processes are developed and maintained to evaluate new technologies, identifying a path forward for further evaluation, recommendation, and implementation.
- Communicates to staff any upcoming DTMB roadmap goals and the impact on the MDOC and users. This includes working with DTMB on related agency tasks.
- Ensure processes are developed related to the new staff wireless network implemented at CFA locations. Includes incident response, managing SSID documentation, development of new, and updates to existing. Working with DTMB AS and MISOC.
- Ensure processes are developed related to the new offender wireless network implemented at CFA locations. Includes incident response, managing SSID documentation, development of new SSID's, and updates to existing SSID's. Monitor network, review and approve security configurations, facilitate problem resolution with vendors and DTMB, report issues, provide analysis and recommendations on SLA compliance to PMCD.

**Duty 5**

**General Summary:**

**Percentage: 10**

Ensure MDOC policies, procedures, and leadership decisions are assessed for system impacts as new are implemented or updates occur. Ensure COMS, EAMP, and other data systems business rules correctly meet requirements related to applicable laws, mandates, policies and procedures. Develop and update policies and procedures to maintain, enhance, or implement data systems.

**Individual tasks related to the duty:**

- Develops Division policies, work guidelines, and procedures for carrying out Division and Department goals.
- Consults with the Office of Legal Affairs on potential system impacts associated with policy and procedure changes.
- Develop processes to ensure automated business rules enforcing policy and procedure are correct.
- Develops procedures and/or revision to procedures outlining hardware replacement scheduling.

**Duty 6**

**General Summary:**

**Percentage: 5**

Lead complex special projects and other duties as assigned.

**Individual tasks related to the duty:**

- Lead complex special projects and other duties as assigned.
- Identifies funding opportunities and prepares IT - Proposal for Change documents for annual submission.

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

Procedural changes to improve efficiency of operations affecting immediate staff and other agency staff. Internal project date modification which does not impact key milestones. Methodology of data collection.

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

Staff selection or staff assignment modification changes. Recommendations for Department policy changes. Spending decisions.

**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.**

Extended sitting. Infrequent travel within the state. Daily computer use.

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>
	STATE ADMINISTRATIVE MANAGER-1 15		DEPARTMENTAL MANAGER-3 14
	DEPARTMENTAL MANAGER-3 14		DEPARTMENTAL MANAGER-3 14

Additional Subordinates

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

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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?

Yes

23. What are the essential functions of this position?

The efficient and effective oversight and management of the Automated Systems areas of responsibility (i.e., COMS, EAMP, other) as they relate to the Department's data systems. Policy and procedure development and/or revision. Development, implementation and maintenance of Corrections business software and hardware. Responsibilities related to the wireless network newly network. Publication of the Department's data systems strategic plan and technology roadmap.

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

Requesting to update position STDIVADM59N in accordance with MCSC Regulation 4.01. The position is being updated to reflect consolidation of all data system implementation, support, and maintenance duties in the ADSS division, as well restructuring division to include oversight of COMS Application Support Managers and System Support Manager. Added duties related to the new wireless network for staff and offenders. Overall, the updated PD reflects duties updated to better align with area responsibilities and consolidation.

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

This Administrative Division of the Department of Corrections provides research and strategic planning services for the entire Department.

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:**

**State Division Administrator 17**

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

**Alternate Education and Experience**

**State Division Administrator 17**

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of corrections management and supervision laws pertaining to adults and departmental policies relating to the work.  
Thorough knowledge of data systems planning, development and implementation.  
Thorough knowledge of data systems table structure and the ability to write and execute queries.  
Extensive Project Management experience, data systems development experience, data systems maintenance experience and data systems security/user code experience.  
Thorough knowledge of training and supervisory techniques.  
Thorough knowledge of employee policies and procedures.  
Thorough knowledge of equal employment opportunity practices.  
Thorough knowledge of the principles of management, including budgeting.  
Ability to evaluate programs and policies and make recommendations accordingly.  
Ability to communicate in person in writing effectively.  
Ability to communicate complex technical concepts to a non-technical audience ideas.

**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.***

KATLYN SAYLOR

2/6/2026

\_\_\_\_\_  
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