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

Position Code
1. STDDADM1

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** LEO-MSHDA
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Position Code Description State Administrative Manager-1	**10. Division** Technology Services and Information Security
5. Working Title (What the agency calls the position) IT Security and Privacy Director	**11. Section** IT Security and Privacy
6. Name and Position Code Description of Direct Supervisor WHITAKER, MARK; STATE OFFICE ADMINISTRATOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor HOVEY, AMY; SENIOR DEPUTY DIRECTOR	**13. Work Location (City and Address)/Hours of Work** 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

14. General Summary of Function/Purpose of Position

This position functions as the agency and statewide Security and Privacy Officer (ASO/APO) for the Michigan State Housing Development Authority (MSHDA) and will function as a department director for the Security and Privacy division. The position is responsible and accountable for ensuring the security and privacy of MSHDA's electronic and paper data, information technology (IT) systems, and monitoring control compliance. This office is responsible for the establishment and enforcement of policies, procedures, and operational controls necessary to secure highly sensitive data for the millions of citizens and businesses of Michigan. This office works in coordination with the Department of Technology and Management and Budget (DTMB), Michigan Cyber Security (MCS), and Office of Internal Audit Services (OIAS) to protect the integrity, confidentiality, and availability of MSHDA's information and systems. This office is responsible for following national security guidelines and state and federal law compliance standards.

This position will serve as the director of multiple analysts, specialists, and administrative support staff within the IT Security and Privacy area which is part of the Technology Services and Information Security division. This director will be responsible for the oversight of daily operations, and for the coordination and supervision of MSHDA department-wide disclosure training, access control reviews, monitoring activities and application support activities. This position will coordinate data safeguard activities necessary for compliance with federal agencies. The employee will be expected to represent the office on department-wide and state-wide projects and special assignments.

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: 40**

Providing the direction, assignment, prioritization, and oversight of daily activities crucial to the mission of the department.

Individual tasks related to the duty:

• Select and assign staff, ensuring equal employment opportunity in hiring and promotion.
• Oversee program operations, plan, organize, and direct work activities, including setting priorities.
• Complete staff performance evaluations, including counsel or discipline, if required.
• Conduct staff development, ensure adequate training opportunities, and provide coaching as needed.
• Train staff in all aspects of their jobs and the importance of the security monitoring and reporting functions
• Conduct staff meetings and facilitate group meetings to remedy operational challenges
• Perform routine supervisory functions including approval of leave, coordination of vacations, and scheduling of overtime.
• Facilitate communication and knowledge transfer to office staff through various methods and media to foster continuous awareness of new global security challenges and remediation techniques.

Duty 2

General Summary: **Percentage: 40**

Ensures the alignment of the office activities with the policies, procedures, laws, and regulations of the office, department, state and federal government.

Individual tasks related to the duty:

• Oversee program operations, identify and report potential problems to MSHDA's Chief Technology Officer (CTO).
• Develop and recommend policy and procedural changes to MSHDA's CTO.
• Ensure the department-wide incorporation of security and internal control best practices.
• Develop monitoring mechanisms for the security surrounding MSHDA systems.
• Lead or participate in audit teams as assigned by MSHDA's CTO.
• Keep current on laws, regulations and State of Michigan (SOM) policies and procedures.
• Coordinate the department compliance activities for state and federal data use.
• Coordinate security related actions with other bureaus, other agencies, and external organizations.
• Conduct special projects and assignments as required by MSHDA's CTO.
• Provide recommendations to MSHDA leadership related to industry best practices and making recommendations on the impact of changes to SOM enterprise policies or the changing threat landscape to business operations.

Duty 3

General Summary: **Percentage: 10**

The position is responsible for the continued education and awareness of all agency staff to ensure thorough understanding of security and safeguard requirements, understanding and awareness of compliance requirements, and understanding of the policies and procedures of the department.

Individual tasks related to the duty:

• Develop, maintain and provide security and safeguard training to all new and current MSHDA Department employees and contractors.
• Develop and maintain on-line training program for MSHDA employees, other state employees and contractors.
• Provide awareness and training sessions for the department-wide security liaisons assigned by each bureau.
• Facilitate quarterly meetings with the department-wide security and privacy liaisons.
• Approve the security access profile frameworks created by business owners and security liaisons for their areas.
• Guide the office staff and liaisons as necessary to ensure completion of annual security access assessments.
• Facilitate communication and knowledge transfer to department management staff through various methods and media to foster awareness on new security challenges and the identification and reporting of same.
• Coordinate the department compliance activities for state and federal data use.
• Work in collaboration with MCS to incorporate changes in technology security guidelines.
• Represent MSHDA in SOM Security and Privacy councils and committees.

Duty 4

General Summary: **Percentage: 10**

Other Duties as Assigned

Individual tasks related to the duty:

• Provide additional duties related to privacy and security, as needed.
• Participate in special projects, as needed.

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

Employees make independent decisions regarding the establishment of work priorities and assignments to staff. This position makes decisions regarding the enforcement of security policies and procedures and the need for escalation of issues to MSHDA's CTO. This position makes independent decisions regarding the success or failure of specific security controls, internal controls, and the associated reporting needed to CTO of the department. Independent judgment is required in all job-related activities that are the responsibility of this position.

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

All spending authority is held by MSHDA's CTO as well as any new staff position establishment. Major policy changes and additions must be vetted through MSHDA's CTO prior to publication. Communications external to the Technology Services and Information Security division must be approved by MSHDA's CTO. Any decisions that may have political impact must be vetted through MSHDA's CTO.

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.

Work is primarily sedentary in a standard office environment, involving extensive computer use, meetings, and occasional walking within the office. Minimal physical effort is required, with infrequent light lifting or carrying of office or IT equipment (e.g., laptops, monitors). The position may require occasional in-state travel to other MSHDA offices and State of Michigan meetings, and rare out-of-state travel for training or conferences. Work is subject to strict deadlines and may involve periods of high pressure and schedule flexibility. No regular exposure to hazardous conditions or strenuous physical activity.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
WILDT, NATASHA	DEPARTMENTAL SPECIALIST-2 13	NUGENT, GWEN	DEPARTMENTAL ANALYST-A 12
HARTMAN, NICOLE L	DEPARTMENTAL ANALYST-E P11	KNAPP, JESSE	DEPARTMENTAL ANALYST-A 12
BIBBS, ANTHONY J	DEPARTMENTAL TECHNICIAN-A-FZN 10	ALLEN, STARR	DEPARTMENTAL TECHNICIAN-E E9

Additional Subordinates

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

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

This position will serve as the director of multiple analyst, technical and support staff within the IT Security and Privacy area which is part of the Technology Services and Information Security division. This director will also serve as the ASO and APO and will be responsible for the oversight of daily operations for security and security support, and for the coordination and supervision of MSHDA-wide security and disclosure training, access control reviews, and monitoring activities. This position will coordinate activities necessary for compliance with state and federal agencies. This position will ensure that each information system is being worked towards an authority to operate (ATO).

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

New position

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

The MSHDA Security and Privacy area is responsible for the establishment and enforcement of policies, procedures, and operational controls necessary to secure highly sensitive data for the millions of citizens and businesses of Michigan. This Division works in coordination with the DTMB, MCS and OIAS to protect the integrity, confidentiality, and availability of MSHDA's information and information systems. This office is responsible for the establishment, adoption, and management of security policies and enforcement procedures that follow national security guidelines and state and federal law compliance standards.

This position will serve as the director of multiple analyst, technical and administrative support staff. This director will be responsible for the oversight of daily operations including application support, and for the coordination and supervision of MSHDA's staff in fulfilling those critical services to the department. This position is responsible for ensuring that the office staff has obtained the adequate knowledge, experience, and training necessary to protect the related information of Michigan citizens.

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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 Administrative Manager 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15
Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year 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:

Knowledge of internal audit controls development in a systems environment
Knowledge of security and privacy controls
Knowledge of national standards and best practices for security and privacy in governmental organizations
Knowledge of accepted professional auditing principles and practices
Knowledge of the security requirements, compliance standards, and the associated regulations and laws of Michigan
Knowledge of Keylight, System Security Plans (SSP), and Plan of Action and Milestones (POAMS)
Ability to instruct, direct, and evaluate employee work products
Ability to engage MSHDA business areas in SSPs and keeping systems secure by participating in security activities
Ability to formulate policies and procedures and implement change
Ability to organize, analyze, and interpret information is essential
Ability to effectively communicate both verbally and in writing
Ability to review and document System and Organization Control Reports from vendors
Ability to mitigate and remediate risk to MSHDA involving data loss

CERTIFICATES, LICENSES, REGISTRATIONS:

Certified Internal Auditor or Certified Information Systems Auditor certification is desired. Degree in Information Assurance or Cyber Security is desired. Drivers License

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.

AMBER MARTIN   3/10/2026

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**