

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

**Position Code**

1. SENDPDIRA05N

## 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> TECH, MGMT AND BUDGET - IT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> SENIOR DEPUTY DIRECTOR	<b>10. Division</b> Chief Technology Organization
<b>5. Working Title (What the agency calls the position)</b> Chief Technology Officer (CTO)/IT Deputy Director	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> Vacant, Chief Information Officer (CIO)	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> Michelle Lange, DTMB Director	<b>13. Work Location (City and Address)/Hours of Work</b> Operations Center, 7285 Parsons Drive., Dimondale MI M - F 8 a.m. - 5 p.m.

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

This position reports to the State of Michigan Chief Information Officer. As a member of the Department's senior management team, the Senior Deputy Director works with DTMB leadership to formulate and implement the department's mission, policies, strategic plans, directives, and organizational structure; to oversee DTMB's \$1.8B budget, and to direct nearly 2,700 state employees.

The Senior Deputy Director is directly responsible for the Chief Technology Organization of DTMB, which has a budget of over \$236M and a team of approximately 600, which includes both state employees and contract staff. The Chief Technology Organization delivers enterprise-wide technology which supports the 19 State of Michigan Departments 47,000 employees and their digital services to the 10 million Michigan residents.

This position serves as the IT Deputy Director for one of DTMB's four pillars of centralized IT. The success of DTMB's centralized IT is accomplished through collaboration with State of Michigan Departments and the four IT pillar to deliver the digital needs of the Michigan residents. This position drives change for all areas of DTMB to ensure the need of the agency business are met.

**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**

Serves as IT Deputy Director and a member of the Department's senior management team. Regular individual and collective meetings with all State of Michigan agencies to share the executive mission and goals of DTMB which are established to protect the security, privacy and business needs of all state agencies. Directs the formulation, establishment and implementation of core technology platforms, general support systems, and infrastructure utilized within the department and across state government for the entire State of Michigan.

**Individual tasks related to the duty:**

- Directs the Chief Technology Organization of the Department of Technology, Management and Budget, acting as the technical expert to all state agencies and represent all DTMB efforts in all business areas
- Assists the CIO and the IT Deputies in the formation of department-wide policies
- Develops budget recommendations and monitors expenditures
- Establishes technology roadmaps, goals, objectives, and metrics consistent with State's strategic plan and objectives to implement the goals and directives of the CIO
- Apprises the CIO and the IT Deputies of sensitive or controversial issues and takes appropriate action as necessary
- Provides consultation to the CIO on legislative issues, DTMB priority projects, new initiatives, budget needs, and assists in operationalization these efforts as assigned through the senior management team.
- Represents the CIO on various committees and boards
- Represents the CIO in meetings with other public and private sector officials
- Reviews legislation, recommends department position, assures conformance by agency and others, directs development of related communication and educational materials.
- Assure that critical enterprise efforts on all fronts are prioritized and implemented on behalf of the CIO through the CTO leadership team.
- Assist with the tracking and development of critical action items and efforts on behalf of the CIO to assure that ideas reach operational implementation
- Provide staffing assistance to operationalize key priorities and provide SME assistance on all efforts on behalf of the CIO
- Actively participate in DTMB IT Governance and serves as a member of the IT Strategy Committee, ITIF Board, Senior Management, Customer Service Partnership Committee, Agency IT Liaison Committee, Quarterly Critical Vendor meetings and other committees as assigned

**Duty 2**

**General Summary:**

**Percentage: 10**

The CTO provides strategic oversight for all core technology platforms, general support systems, and infrastructure roadmap programs and coordinates the alignment of internal staff, other DTMB areas, State agencies, Federal agencies, and related third parties.

**Individual tasks related to the duty:**

- Confers with participants at the local, state and national level to develop agendas, learn best practices and share state prospectives.
- Establishes technology roadmaps related objectives, goals and priorities of various committees and programs.
- Addresses citizens, legislature, federal agencies, press and other interested parties on the priorities and successes of Michigan and said committees.
- Creates partnerships with key local, state, national, and international stakeholders, including the private sector.
- Works collaboratively with all state agencies to drive an enterprise strategy that aligns with technology trends and digital experience directions.
- Membership and/or participation to include, but not limited to:
  - National Association of State CIOs (NASCIO)
  - National Association of State Technology Directors (NASTD)
  - Michigan Homeland Security community
  - Michigan Customer Service Partnership (CSP)
  - Michigan Health Information Technology (MiHIT) Commission
  - National Governor's Association (NGA)

**Duty 3**

**General Summary:**

**Percentage: 40**

Leads the CTO's organization, setting clear direction and goals, and securing appropriate training and tools for its employees. Responsible for the operations and integration of the 3 bureaus within CTO including the Platform, Design Support Divisions, Infrastructure and Operations, and Enterprise Solution Design Services.

**Individual tasks related to the duty:**

- Develops state-wide vision for the backbone technology platforms and roadmap issues, event response, policies, standards, priorities, and projects
- Selects and assigns staff, ensuring equal opportunity in hiring, promotion, and other employment practices
- Establishes performance standards and assesses staff performance
- Identifies staff development needs and assures that training is obtained.
- Advises agency staff in the resolution of sensitive, complex, or controversial matters
- Continuously assesses and prioritizes project management needs in conjunction with the strategic plan established by the Director
- Provides guidance and consultation to accomplish DTMB and agency departmental goals and initiatives
- Develops tracking and controlling mechanisms to ensure timely and appropriate completion of targeted activities by all state agencies
- Serves as liaison to the CIO on matters pertaining to issues that impact agencies
- Develops summaries and power points on critical DTMB projects and efforts impacting state agencies

**Duty 4****General Summary:****Percentage: 5**

Provides strategic oversight for all technology general support systems and platforms communications and projects, and coordinates the alignment of internal staff, other DTMB areas, State agencies, Federal agencies, and related third parties.

**Individual tasks related to the duty:**

- Directs development of CTO related communications, whether informational, advisory, educational, or policy.
- Coordinates alignment of staff and others based on policy, project, or issue.
- Generates confidence, interest and participation in CTO programs.
- Contribute and respond to national documents and direction-setting papers.

**Duty 5****General Summary:****Percentage: 5**

Completes special assignments as needed, provides additional services as assigned.

**Individual tasks related to the duty:**

- Develops approach to accomplish special assignments, including strategic direction, work plans and analysis
- Works with other senior leaders of DTMB and departments to identify new requirements and develop programmatic services

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

Determine means and methods by which to implement the Department's mission, goals, objectives, strategic plans, etc. Make decisions on behalf of the Chief Information Officer in his absence.

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

Any deviation from the Director's policies or directives would require approval. In addition, sensitive or controversial matters would be brought to the attention of the Chief Information Officer.

**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 Setting.

**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>
MCCALLUM, CONNIE	SENIOR EXEC MGT ASST-3 13	VACANT	SENIOR EXECUTIVE ASST DPTY DIR 15
WILSON, DAVIDE	SENIOR MANAGEMENT EXECUTIVE 19	RODGERS, ANTHONY	STATE OFFICE ADMISTRATOR 17
VEREVKO, ANDREY	SENIOR MANAGEMENT EXECUTIVE 19	GROLL, PAUL	STATE DIVISON ADMISTRATOR 17

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

Complete and sign service ratings.

Assign work.

Y

Y

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?**

To serve as a Deputy Director and member of the Director's executive leadership team with direct responsibility for Chief Technology Organization

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

Update to the general summary, clarifying and detailing the duties and responsibilities of the position.

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

The executive office develops policies and work rules governing the Department of Technology, Management and Budget. The position directly assists the Chief Information Officer in the formulation and implementation of all departmental activities.

**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:**

**Senior Director 22, Senior Chief Deputy Director 21, Senior Deputy Director 20**

Two years of experience as a director of a division.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of business operations, budgeting, human resource management. Ability to provide leadership, allocate resources, implement management control and evaluation systems, to develop and implement creative and innovative solutions to complex problems. Ability to research and analyze information, develop clearly written, comprehensive policies pertaining to numerous subject matters. Ability to formulate positive relationships with a wide variety of people. Ability to balance multiple priorities and emergencies over multiple agencies at one time. A strong desire to utilize soft skills to accomplish critical goals. An ability to work within a team of colleagues and to support and implement their projects in a timely fashion. Strong verbal and written communication skills. Ability to determine a timely way to provide an escalation path for the IT Deputies, CIO and Director as needed. The commitment to lead by example. Strong motivational skills and ability to lead a group to completion of a project. Accountability and ownership of the work and decisions. Strong skills in assignment and action item tracking to assure timely completion. An ability to hold staff accountable for the work and to react appropriately for both success and failure. Strong negotiations skills. Attention to detail and a thorough understanding of strategy. Ability to recognize impacts of all decisions on other processes and business areas.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Duties may involve the use of personal vehicle.

**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.***

CATHERINE LANE

8/17/2018

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.***

JACK HARRIS

Employee

Date