

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 AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Integrated Solutions Division
5. Working Title (What the agency calls the position) Systems Integration Specialist	11. Section Systems Integration
6. Name and Position Code Description of Direct Supervisor DAVIDSON, SCOTT; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HEARLD, ERIC R; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 1615 S HARRISON RD; EAST LANSING, MI 48823 / Monday - Friday, 8:00 am - 5:00 pm
14. General Summary of Function/Purpose of Position This position serves as the System Integration Specialist for the Michigan Department of Agriculture and Rural Development (MDARD) within the System Integration Unit. The position is responsible for developing, maintaining, and enhancing data systems that support MDARD program operations, with a focus on SQL database management, script writing, system interfaces, data exchanges, and Agile delivery practices. The role oversees User Acceptance Testing (UAT), data modeling, security-compliant integration processes, and system documentation while collaborating closely with DTMB, vendors, and internal program areas. This position supports ongoing modernization efforts and ensures reliable, accurate, and seamless system integration across MDARD's enterprise 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: 50

Data Integration Management and Development

Individual tasks related to the duty:

- Develops, maintains, and executes SQL code including views, functions, stored procedures, and ETL pipelines.
- Serves as a liaison and technical advisor by coordinating and facilitating communication between MDARD program areas, DTMB, external vendors, and partner agencies to ensure that data integrations, system interfaces, and information exchanges are accurately implemented and maintained.
- Provides technical expertise on SQL processes, data validation, system architecture, APIs, and integration requirements, ensuring that all parties adhere to established standards, security protocols, and program objectives.
- Provide guidance and training to internal and external stakeholders on system operations, reporting tools, and data governance requirements to promote consistent, secure, and compliant use of MDARD systems.
- Oversees management of data exchanges between MDARD program systems, DTMB, vendors, and other agencies.
- Executes data validation processes at all integration points using SQL scripts and automated testing logic.
- Conducts UAT including test case creation, execution, root-cause analysis, defect tracking, and regression testing.
- Coordinates with DTMB database administrators to deploy SQL and necessary system changes.
- Monitors daily program data loads for errors and resolves integration failures.
- Represent Laboratory Division on ITAC (Information Technology Advisory Committee) to resolve Program software needs.
- Proposes, develops, and prepares policy materials, operations manuals, and supporting instructions in a program area.
- Maintain data quality within department databases.
- Creates and maintains API documentation, including endpoint definitions, payload structures, data mapping, response codes, and integration workflows.
- Develops, implements, and maintains Power Apps solutions to support program workflows, business processes, and modernization efforts.

Duty 2

General Summary:

Percentage: 25

Agile Project Development & System Enhancements

Individual tasks related to the duty:

- Participates in Agile project activities, such as planning, prioritization, team reviews, and continuous improvement discussions to support coordinated system development.
- Contributes to defining project requirements, user needs, and system specifications that guide development and implementation efforts.
- Supports the design and implementation of system enhancements, updates, and new solutions—including Power Apps development—to meet program and organizational needs.
- Assists with the development, deployment, and implementation of Power Apps solutions to support program workflows and system modernization initiatives.
- Collaborates with DTMB, vendors, and internal teams to ensure that project activities align with integration requirements, timelines, and established standards.
- Assists with system rollout and implementation activities, including testing, readiness assessments, and post-deployment support to ensure successful delivery.

Duty 3**General Summary:****Percentage: 20**

Communication, Reporting, Data Governance, and Program Support

Individual tasks related to the duty:

- Develops and maintains documentation for data integration processes, system architecture, data dictionaries, metadata, and program data crosswalks.
- Designs, develops, and maintains Power BI dashboards and internal reports to support program workloads, performance monitoring, compliance tracking, and data-driven decision-making.
- Provides training on data processes, SQL usage, dashboard tools, and system operations.
- Serves as a technical liaison across MDARD divisions, DTMB teams, and external partners to support communication, alignment, and system enhancements.
- Implements data quality controls, compliance checks, audit trails, and ensures adherence to state security standards, FOIA requirements, and retention policies.
- Participates in risk assessments and contributes to mitigation planning related to data and system operations

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

Other Duties as Assigned

Individual tasks related to the duty:

- Supports ad hoc analysis requests.
- Contributes to enterprise modernization initiatives
- Provides backup support within the System Integration Unit

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

- Determines the appropriate data integration methods, SQL logic, and workflow designs needed to ensure accurate and timely movement of data across MDARD systems and partner platforms.
- Resolves data quality issues, validation failures, and system integration errors—including API, ETL, or reporting discrepancies—that impact program operations and downstream stakeholders.
- Prioritizes technical tasks, enhancements, and sprint commitments within Agile development cycles to meet project timelines and maintain system stability.
- Selects and applies the necessary data modeling, API approaches, and reporting structures (including Power BI) to meet business requirements and ensure system compatibility.
- Evaluates the impact of system, vendor, or DTMB changes and independently determines required updates to integrations, documentation, and business rules.

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

Decisions involving budget, policy changes, or politically sensitive situations and matters that significantly impact a broader area within the organization require supervisory review.

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.

This position is in an office setting and requires extensive time utilizing a computer and sitting for extended periods of time.

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"/> 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?

Essential functions include SQL development, data validation, Agile project participation, system documentation, UAT management, data governance, and coordination with DTMB and vendors. The position ensures accurate, secure, and reliable data integration that supports MDARD's mission and program operations.

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 System Integration Unit supports MDARD enterprise applications, program data systems, licensing systems, laboratory applications, and cross-agency data exchanges. The unit ensures consistent data quality, secure interfaces, and technical reliability for statewide agricultural and regulatory programs. This position is a key contributor to the design, enhancement, and integration of all MDARD data systems.

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 Specialist 13 - 15

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

KNOWLEDGE, SKILLS, AND ABILITIES:

This position requires strong knowledge of large-scale data systems, system integration practices, and SQL development, including the creation of queries, stored procedures, and data models that support complex data needs. The role requires proficiency with API design and troubleshooting, as well as familiarity with Agile project methodologies used to plan and deliver iterative system enhancements. The incumbent must understand data validation, quality assurance, and user acceptance testing to ensure accurate and secure data movement. Skill in developing clear technical documentation and building effective reporting solutions, including Power BI dashboards, is essential. Strong analytical ability, problem-solving skills, effective communication, and the ability to work independently while coordinating across teams are critical for success.

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.

LAUREN FELDPAUSCH

5/19/2026

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