

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

Position Code 1. ITPRANAK36N
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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.

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) Agency Services
4. Civil Service Position Code Description INFO TECH PRGMR ANALYST-A	10. Division DIFS-LARA-LOTT-MDOS
5. Working Title (What the agency calls the position) Senior Application Developer	11. Section Lottery support
6. Name and Position Code Description of Direct Supervisor PALMATEER, LESTER G; STATE ADMINISTRATIVE MANAGER-1	12. Unit Business Planning and Application Development
7. Name and Position Code Description of Second Level Supervisor MASON, ANDREW P; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work Lottery Building, 101 E. Hillsdale, Lansing, MI 48910 / Monday – Friday, 8:00am – 5:00pm

14. General Summary of Function/Purpose of Position

This position functions as a senior-level application developer for Lottery's .NET and related web technologies. This position is required to perform a complete range of information system analyst assignments including but not limited to architecture and design, development, testing, deployment and production support for Lottery's complex applications.

This position also serves as a technical lead and architect for the Lottery development team, providing technical direction, code review, mentoring and technical consulting to develop solutions that coincide with Lottery's business processes and strategic plan.

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: 60

Serve as team lead and resource directing the programming, testing, and implementation of new and existing complex web-enabled or client/server data system applications following industry and DTMB development standards. Develop or approve plans for testing and implementation of web-enabled or client/server data system applications, evaluate impacts of changes and new technology, recommend solutions to persistent problems, and server as Agency Services liaison to external consultants.

Individual tasks related to the duty:

- Design and document IT solutions when new technology is involved with guidance and review from the solutions architect (SA) to ensure the software architecture aligns with the hardware architecture and other DTMB enterprise guidelines.
- Assist Architect or DBA to draft technical database models.
- Reviews and updates system documentation.
- Serves as a team lead and resource, directing the code development, providing advice and guidance to other development staff.
- Review and recommend application solutions.
- Review coding standards and integration frameworks and identify opportunities for programming standardization.
- Lead code review to ensure strategies and applications adhere to State and agency policies, standards or guidelines. Participate in department wide coding standards review
- Maintain source code and create builds using the standard version control tool.
- Evaluate and identify development exception needs. Work with a Solutions Architect to gain required approval.
- Review application test plans with Business Analyst.
- Develop and monitor defect tracking logs and facilitate problem resolution.
- Design scripts and coordinate application peer testing, load testing and system integration testing.
- Develop plans and coordinate implementation of tool/environment upgrades with guidance and review from the solutions architect (SA).
- Provide input to procedures and ensure proper change management for all requested fixes to production systems.
- Coordinate with Database Administrators, Configuration Management, and the development team to release builds to appropriate environments.
- Consult with agency clients to explain complex IT processes, DTMB standards, and solutions. Communicate project-level metrics and bureau-level reporting to DTMB and agency stakeholders.
- Gather, review and analyze potential impacts of changes and inform DTMB management and supported client agency of impact and risks to existing IT solutions due to proposed changes in processes or procedures.

Duty 2

General Summary:

Percentage: 35

Support production Information Technology (IT) solutions to ensure ongoing operations. Provide Lottery customers with the Information Technology (IT) consultation and planning services for ongoing needs.

Individual tasks related to the duty:

- Maintain and upgrade systems in line with approved tool upgrades.
- Monitor long term IT applications, identifies, recommends, and documents IT solutions to resolve problems.
- Assists in the creation and modification of project management documents by applying DTMB project methodology to IT solutions that support the customer agency.
- Implements IT solutions which adhere to DTMB and Lottery policies and procedures.
- Represents DTMB and Lottery to resolve IT issues.
- Performs tasks for internal/external security and standards review. Performs disaster recovery planning and implementation.
- Evaluate/recommend equipment and software purchase for agency customers use.
- Leads assigned task forces, special committees and/or research groups.

Duty 3**General Summary:****Percentage: 5**

Perform miscellaneous functions as needed to contribute to the overall operation and objectives of the Department of Technology, Management, and Budget (DTMB), Agency Services, and Lottery.

Individual tasks related to the duty:

- Attendance at staff meetings.
- Contributes ideas on contentious improvement / Innovation of IT solutions and processes.
- Staying abreast of new technology and advanced concepts through training and reading.
- Create standards and templates for DTMB Application Programmer Analysts to use in developing application specifications and programs.
- Provides internal Agency Services staff training.

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

Research of current system operations

Recommendations and alternatives for new processes

Preparation of program code evaluation and testing

Decisions made in support of DTMB Agency Services for the agencies standards

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

Final approval of the system design and documentation

Matters that impact budget

Decisions that result in a business process change

Decisions that impact other systems and business units

Decisions that impact the agency's IT strategic direction

Decisions that deviated from DTMB or Lottery approved processes

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 environment. Use of personal computer using keyboard and mouse to perform trouble shooting, create and edit technical materials, communications with staff and clients, and reports. A minimum effort may be required to walk or drive to other locations. Majority of work is performed sitting at an ergonomic prepared workstation suitable for a personal computer or attending meetings in standard conference room settings. This position is subject to stress and pressure to resolve problems quickly and effectively.

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):

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|---|------------------------------------|---|-----------------------------------|
| 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?

Manager prepared.

23. What are the essential functions of this position?

The duties stated in section 15 of this document must be performed accurately.

Research must be meticulous; all alternatives must be presented without bias; project planning documents must be developed with attention to detail; system designs must follow structured or object-oriented techniques; implementation coordination must be well planned and consider all political, financial, public, and quality implications.

Thorough program and system testing is essential to ensure the integrity of data and the quality of the communication with the citizens (Lottery customers) of the State of Michigan.

This position must work well in a team-focused environment and promote the integrity of the department.

In performing these duties, the application developer must be an initiator who is always ready to act as the liaison for all IT matters on behalf of Lottery.

Clear communication with other application developers, analysts, project managers and with the customer, both listening and lending professional recommendations.

Information relative to the client and the team must be clearly conveyed and received through a variety of media in a manner that is effective, engages the audience, and is clearly understood at all levels with both technical and non-technical individuals.

Competencies: Customer Focus, Technical and Professional Knowledge and Skills, Communication, Decision Making, Innovation, and Follow-up.

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

The essential duties and tasks of this position have not changed, the update is to reflect the correct division title to reflect DIFS-LARA-LOTT-MDOS and to remove the tasks of evaluate and inform DTMB management and agency customers of impacts and risks to existing IT solutions due to proposed legislation, enhancement requests, changes in governmental processes or procedures.

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

DTMB Agency Services is responsible to provide the automated processes and IT solutions needed to meet the business

goals and objectives of our customer agencies which serve the Citizens of Michigan. This division designs and coordinates the IT systems and operations for the client and as a result, requires the services of a senior systems analyst in this position.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Information Technology Programmer/Analyst P11/12

Possession of a Bachelor's degree with 21 semester (32 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management or mathematics.

EXPERIENCE:

Information Technology Programmer/Analyst 12

Two years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11.

Alternate Education and Experience

Information Technology Programmer/Analyst P11 - 12

Possession of an associate's degree with 16 semester (24 term) credits in computer science, information assurance, data processing, computer information, data communications, networking, systems analysis, computer programming, IT project management, or mathematics and two years of experience as an application programmer, computer operator, or information technology technician; or two years (4,160 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

OR

Educational level typically acquired through completion of high school and four years of experience as an application programmer, computer operator, information technology technician, or four years (8,320 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience in analysis, design, programming, testing, implementing, and supporting .NET-based web applications.
- Proficient with C#, ASP.NET Core, Entity Framework Core, SQL, MVC, Web API, Bootstrap, jQuery, JavaScript, and Visual Studio.
- Experience designing and implementing layered or modular application architectures that separate business logic, data access, and presentation concerns.
- Experience with structured programming, object-oriented and event-driven methodology, thin-client and client-server models, and relational database concepts.
- Knowledge of application security principles, including authentication & authorization, secure coding practices, and vulnerability assessment.
- Experience with Azure DevOps, including source control, work item tracking, and build/release pipeline configuration.
- Knowledge of SQL Server, including SSIS and stored procedure development.
- Knowledge of application and database development and access methods.
- Experience with WCAAG 2.1 AA compliance.
- Ability to communicate in a clear and concise manner both verbally and in writing, including communicating technical terminology at a level appropriate to the audience
- Experience producing deliverables using the Systems Engineering Methodology (SEM)
- Ability to resolve complex problems in a timely manner while seeking optimum solutions
- Ability to communicate technical terminology at a level appropriate to the audience

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Duties may involve the use of a 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.

N/A

I certify that the entries on these pages are accurate and complete.

SHANITRA FLUELLEN

9/14/2026

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