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.

This position will function as the ITS 15 expert specialist for the Technical and Application Infrastructure in the ECM solution area. This area includes Enterprise FileNet. The Enterprise FileNet system serves over 9,000 State of Michigan users and over 400,000 external business partners and/or citizens. The current system is comprised of approximately 35 servers, which use a combination of Linux and Windows Operating Systems. FileNet is currently used by DHHS (DCH/DHS), Treasury, MDOS, MCSC, MSP, LARA, DTMB, and MDOT. Additional agencies and business units continue to look at leveraging the Enterprise FileNet system for their Enterprise Content Management (ECM) needs. FileNet integrates with many agency critical line of business applications including: CHAMPS, BRIDGES, TPL, SACWIS, Treasury Siebel, and the Treasury SAP system. Smaller scale solutions that are also critical to various business units in the various agencies that use FileNet also exist.

Due to the multiagency and multiple applications hosted on the ECM systems it is important that architectural decisions about the current system and future line-of-business integrations be made by someone with a working knowledge of ECM systems and knowledge of preferred solution design patterns. The architect’s roles include enterprise policy and process development, system hardware and software architecture, Audit and Security planning, capacity planning, implementation and support. This position will be involved in understanding client Agency’s business objectives and aligning information technology architecture to support these objectives. This position will provide technical leadership, guidance and direction to ECM contractors, including but not limited to (HTC, Pyramid, and IBM), SOM staff and Infrastructure teams for all IT projects in the program scope and interfacing systems. This position will provide technical expertise to DTMB Enterprise Architecture Core Team, DTMB managers and directors.
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.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary:</th>
<th>Percentage: 60</th>
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<tr>
<td>In a Specialist capacity, develop and manage the enterprise level architecture for all of Customer Services, (Agency) Division, IT systems and projects. Plan, develop and administer architectural design related policies and procedures.</td>
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**Individual tasks related to the duty:**

- Provide technical architecture expertise as it relates to the integration of systems, security, middleware, services, database design, hardware/server, and tools, to IT project business and technical requirement sessions and for system implementation.
- Lead and coordinate with other technical resources in the overall system design, implementation and integration of systems with other existing systems/technologies/data sources on multiple platforms within the agency, across multiple state agencies, DTMB Bureau of Strategic Policy and Enterprise Architecture and with multiple vendors.
- Develop strategic goals required to ensure that the overall architecture is in compliance with the DTMB Strategic Plan.
- Consult with system designers on proper system design and use of enterprise architecture components.
- Compile or design hardware and software architectural models of current and proposed systems across the client enterprise for use internally and in conjunction with third party technology partners. The models are of two types:
  - Enterprise Models that depict the entire client enterprise and its inter-relationships internally and with the state enterprise architecture.
  - Reference Models that depict recommended & approved technologies & designs, which can serve as a template for future projects.
- Perform architecture design reviews across the organization.
- Define, implement and maintain the IT technical architecture design methodology and best practices.
- Lead the alignment effort toward State of Michigan (SOM) Digital Strategies development and implementation.
- Survey external emerging developments, and evangelize new technologies, standards and methodologies that will have a positive impact on the quality of (Agency) systems and services.
- Ensure the implementation of security standards in system architectures and designs. Be familiar with, provide research, documentation and input (when applicable) to Enterprise Security standards.
- Plan, develop and administer architecture design related policies and procedures to promote high quality, accuracy and usable system designs.
- Provide technical leadership, guidance and direction to Application Architects, Database Administrators, Programmer/Analyst(s) supporting system design, database architecture and design and overall architecture functions in client agencies.

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<th>Duty 2</th>
<th>General Summary:</th>
<th>Percentage: 20</th>
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<tr>
<td>Develop and maintain system level architecture components and design repositories (i.e. middleware, services, database, hardware). Manage projects related to architecture component design and development.</td>
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**Individual tasks related to the duty:**
Perform technical requirements analysis for client enterprise level middleware, services, database, hardware components and objects.

Oversee the design, development and testing of client enterprise level components, API's and related databases.

Oversee and approve the development and changes to the architecture to ensure proper execution of the design.

Provide technical support to application designers in the use of the architecture environment.

Provide “practical” technical solutions to the development team to solve complex development problems.

Chair appropriate change control boards.

Oversee the development of testing plans, scenarios and test data to ensure compliance and fit with the overall architecture.

Manage architecture components and documentation versions using the established configuration management process and tools.

Manage associated projects to develop client enterprise level architecture components and objects.

Review the security and account administration services.

Act as the (Agency) IT Architect on statewide and client enterprise application integration projects.

Act as liaison to DTMB Enterprise Architecture and the Office of Enterprise Security.

Direct the use of EA Solution Patterns and Reference Models with existing and proposed solutions within the area of responsibility.

Assist in creating EA Solution Assessments and network diagrams.

Duty 3

General Summary: 

Perform middleware, services, hardware support as required.

Individual tasks related to the duty:

Provide assistance to the server hardware and database administrator on system level components, middleware and APIs (assets).

  o Insure the installation, configuration, and implementation of the assets follow the architecture guidelines.
  o Insure proper operation of the assets.

Duty 4

General Summary: 

Perform additional duties as assigned.

Individual tasks related to the duty:

Participate in the development and implementation of processes that improve efficiency and enhance productivity.

Provide leadership, consultation and expertise on special teams and projects as assigned.

Ensure relevant administrative functions are complete and accurate.
16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Final decision maker on the following:
  - All budget related decisions.

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

All budget related 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.

Office environment

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):

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

Management Prepared

23. What are the essential functions of this position?

As the Solutions Architect for DTMB/CSS/ECM, this position is strategically responsible for the design and implementation of DTMB/CSS/ECM client enterprise level architecture, middleware, services, database and hardware components. This Specialist leads the alignment to SOM Digital Strategy; compiles or designs architectural models of current and proposed systems across the client enterprise; performs design reviews across the Agency Services client organization; leads the evaluation of vendor software targeted for possible integration into the systems or environment; defines and manages the IT design methodology; surveys external emerging developments, and evangelizes new technologies and standards; manages the development and maintenance of DTMB/CSS/ECM architecture environment, and consults with application designers on how to implement enterprise architecture components and how to resolve issues.

Critical Job Role: Solutions Architecture

Competencies: Customer Focus, Technical/Professional Knowledge, Planning and Organizing Work, Communication, Building Trust, Contributing to Team Success.

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?
This position will function as the solution architect responsible for the technical infrastructure supporting the technology solutions used by the ECM team Enterprise Shared Solutions used by the State of Michigan by multiple agencies. The specialist is the multi-disciplinary authority responsible for design, planning, implementation and support of SOM infrastructure for the ECM (FileNet) solutions. This position will work with appropriate personnel to ensure that all solution application, database and middleware environments are secure, reliable, scalable and able to accommodate vast amounts of data and application transactions. Additionally, this position will be involved in understanding client Agency’s business objectives and aligning information technology architecture to support these objectives. This position will provide technical leadership, guidance and direction to ECM contractors, including but not limited to (HTC, Pyramid, and IBM), SOM staff and Infrastructure teams for all IT projects in the program scope and interfacing systems. This position will provide technical expertise to DTMB Enterprise Architecture Core Team, DTMB managers and directors.

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 with at least 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 Specialist 14 - 15
Three years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11 or one year equivalent to an Information Technology Infrastructure or Programmer/Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some significant experience/skill in working with Windows Operating System server support administration which include manipulating Active Directory and Group Policy object components.

Ability to communicate well, both verbally and in writing.

Ability to work as a team member, ability to be a self-starter.

Knowledge of concepts of computer system detailed network hardware and software structure and support.

Knowledge of VMWare, Citrix and Microsoft operating systems.

Apply access control permissions.

Apply security controls in accordance with project and/or OS build standards.

Maintain familiarity with and understand the application of FedRAMP, FISMA, HIPAA, IRS, NIST, and PCI- regulatory guidelines and security competencies.

This PD will comply with and meet the security competencies in alignment with approved senior standards.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve 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
Indicate any exceptions or additions to the statements of employee or supervisors.

None.

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<td>Appointing Authority</td>
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<td>Employee</td>
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