INFORMATION TECHNOLOGY PROJECT ANALYST

JOB DESCRIPTION

Employees in this job function as information technology professionals and are responsible for a variety of project, program, and portfolio assignments within a designated Information Technology Program Management Office in the Infrastructure Services (IS) Division or under an Information Officer (IO) within Agency Services (AS) in the Michigan Department of Information Technology (MDIT). The Program Management Offices for IS and AS perform portfolio management, program management, project management and provide requisite operations and support.

Staff within these designated offices provide strategic planning for project, program and portfolio management, aligning skills and resources; monitor, manage, and control agency projects within the designated program management office; and provide for all requisite management to fulfill the portfolio/program/project requirements including requisitions, releases, and oversight of quality assurance.

There are two classifications in this job.

Position Code Title –Information Technology Project Analyst-E

Information Technology Project Analyst P11
The employee performs a range of professional assignments. Independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title –Information Technology Project Analyst-A

Information Technology Project Analyst 12
This is the advanced level. The employee may function as a lead or senior worker. At this level, employees are responsible for overseeing the work assignments of other information technology professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provide technical assistance to managers and Technical Project Coordinators in

request management, project prioritization, resource allocation, and regular portfolio reviews.

Research, collect and evaluate project data necessary to meet project reporting and evaluation requirements.

Design and develop the configurations to be deployed on systems using the approved solution assessment to meet customer requirements.

Provide technical assistance to managers and Technical Project Coordinators in the creation of project concept and project charter documents.

Develop, maintain, update, and oversee project plans and schedules using tools established by agency and division.

Serve as liaison between the MDIT and the customer/users concerning requests, standards, expectations, and other program and project matters.

Maintain the MDIT project change control process including a structure to manage and track changes in the scope of the project.

Identify and document project issues and risks in information technology (IT) project plans and escalate to senior management.

Maintain project issue and risk process and/or defect logs.

Monitor and maintain the project communication plan and process.

Monitor MDIT project performance, report status, and facilitate the creation of action plans to promote adherence to IT project schedules.

Use state standard system methods such as the State Unified Information Technology Environment (SUITE), Systems Engineering Methodology (SEM), and Project Management Methodology (PMM) in the maintenance, development, enhancement, and deployment of information technology systems.

Provide project plan trend analysis and control including analysis, research, development and maintenance of the project data.

Maintain awareness of emerging technologies and project management techniques.

Provide recommendations for improvement of project management processes currently in use.

Performs related work as assigned.

Additional Job Duties

Information Technology Project Analyst 12 (Lead Worker)
Oversees the work of professional Information Technology staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Information Technology Project Analyst 12 (Senior Worker)
Performs, on a regular basis, professional Information Technology assignments, which have been recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Developing knowledge of project management principles, concepts and practices.

Knowledge of system development methods used for the development of new systems and enhancements to existing information systems.

Knowledge of IT concepts and basic operating principles of data communications and information systems hardware and software.

Knowledge of personal computers and personal computer software.

Knowledge of interactive processing and remote printing.

Knowledge of file maintenance and report generation methods.

Ability to gather and analyze facts, draw conclusions, define problems, and suggest solutions.

Ability to conduct training and informational sessions.

Ability to communicate effectively: build consensus, facilitate working sessions, and negotiate solutions and alternatives.

Ability to prepare detailed written instructions and documentation.

Ability to analyze instructions and data.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to maintain favorable public relations and perform problem/issue resolution.

Additional Knowledge, Skills, and Abilities

Information Technology Project Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Standard office environment.

Physical Requirements

None.

Education

Possession of a bachelor's degree with not less than 21 semester (32 term) credits in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, or mathematics.

Experience

Information Technology Project Analyst P11

No specific type or amount is required.

Information Technology Project Analyst 12

Three years of professional experience equivalent to an Information Technology Project Analyst P11.

Alternate Education

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

Educational level typically acquired through completion of high school and three years of experience as an application programmer, computer operator, or information technology technician may be substituted for the education requirement.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

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Job Code Description

Information Technology Project Analyst

Position Title	Position Code	Pay Schedule
Information Technology Project Analyst-E	INPRJANE	NERE-263
Information Technology Project Analyst-A	INPRJANA	NERE-264

ECP Group 2
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