

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

TECHNOLOGY ADVISOR

JOB DESCRIPTION

Employees in this job provide the highest level of consultative support on enterprise-wide information technology-based systems. Employees have the highest level of understanding of best practices with respect to the planning, design, infrastructure, implementation and use of information technology and information management systems and processes. They set direction and provide critical support in the strategic and tactical planning for the design and use of information management and technology; information technology architecture planning; evaluation, selection and implementation of methodologies, tools and techniques for specification, design and construction of information management systems; evaluation and recommendations for selection of hardware system components and system software, process control software and application software; training and education; and, implementation of information management systems.

There is one classification in this job. Employees serve in the Michigan Department of Technology, Management and Budget (DTMB). The positions are designated by the Appointing Authority as Technology Advisors and accepted and classified by the Civil Service Commission.

Position Code Title - Technology Advisor-2

Technology Advisor 16

The employee reports to a deputy director or above and performs the highest level of consultative support and services to state agencies and ensures that electronic data sources are accurate and readily accessible.

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.

Analyzes, designs, and facilitates implementation of work processes and job responsibilities associated with using office automation systems and performing automated functions.

Provides technical leadership, guidance and direction on the design, development, security, infrastructure, testing and implementation functions of information management systems.

Develops program goals and plans for implementation that are in compliance with the DTMB Strategic Plan.

Maintains an awareness of client agency and DTMB information technology initiatives and identifies key business implications and impacts.

Evaluates new technologies and the potential business impact, and facilitates adoption of leading technologies.

Acts as the rapid knowledge transfer agent to the user community.

Designs and develops DTMB security standards.

Evaluates and recommends emerging technologies, products, and enterprise-wide solutions.

Fosters collaborative relationships with the suppliers, practitioners, and industry organizations.

Aid in driving stability and innovation with the client's current and future state and create solutions based on client requirements.

Helps drive appropriate product enhancements and changes to technology roadmaps.

Aligns and partners with project management and solutions architect to identify potential roadblocks and develops plans to overcome them.

Assists with the development, publication, and rollout of information security, policies, procedures, standards and guidelines across the enterprise.

Fosters collaborative relationships with the suppliers, practitioners and industry organizations with an emphasis on client satisfaction.

Defines, communicates and enforces design/coding standards and best practices.

Evaluates new technologies and make recommendations with respect to their applicability or integration with existing architecture.

Suggests alternate technical solutions to meet client requirements efficiently and/or with greater reusability and/or longer life.

Ensures best practices are exploiting technologies and shared across the organization.

Works with cross functional teams to develop IT systems by outlining best practices and best in class systems recommendation.

Works with solution architect to ensure projects smoothly transition.

Provides high level technical design, strategy roadmap development and technical architecture related to projects.

Attends conferences, gathers information and insights and delivers content back to DTMB.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive industry knowledge and experience in the implementation and use of information technology and information management systems and processes.

Knowledge of DTMB infrastructure and software environments, programs, methodologies, procedures and policies.

Knowledge of the State Unified IT Environment (SUITE) process methodology.

Knowledge and understanding of technology available to determine and develop solutions.

Knowledge of client agency business initiatives and strategies.

Knowledge of information technology diagnostic tools.

Considerable technical problem solving and analytical skills.

Ability to work with the supplier community and managed services providers in the business environment.

Ability to research, analyze, and evaluate current industry technology direction and standards and make recommendations at a management level.

Ability to convey information technology concepts and business impact to senior officials as well as address more detailed training requirements of users and technical staff.

Ability to provide vision, anticipate problems, and offer problem resolution.

Ability to perform detailed financial analysis of alternatives.

Ability to plan, develop, and evaluate programs.

Ability to facilitate design reviews across the organization.

Ability to motivate and lead others in the accomplishment of a task.

Ability to present ideas effectively at a level of style, grammar, organization and technical construction expected at a management level.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

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

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree with not less than 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

Technology Advisor 16

Six years of professional information technology experience.

Special Requirements, Licenses, and Certifications

Certain positions may require certification in specific information technology programs.

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

INFTCHADV

Job Code Description

TECHNOLOGY ADVISOR

Position Title

Technology Advisor-2

Position Code

ITADVSR2

Pay Schedule

NERE-061P

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06/18/2017