

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Information Systems Analyst (Specialist)	D20/Information Technology/ITSD/Packaged Products	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	900-170-1470-141	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: (PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.) *RED TEXT ONLY APPEARS ON THE SCREEN

Under the general supervision of a Systems Software Specialist II (Supervisor), the incumbent independently acts as the technical specialist in supporting the enterprise level application development and maintenance applications in the Package Products Solutions Office. The selected applicant will be a technical specialist responsible for the development, implementation, and maintenance of the Department's Enterprise Financial Infrastructure System (E-FIS): Advantage and infoAdvantage and other enterprise-level applications such as Oracle PeopleSoft HRMS Time and Labor Reporting System (Staff Central), Project Resourcing and Schedule Management (PRSM) System and Enterprise DataLink. The incumbent will act as a technical specialist and project leader on the complex enterprise-level application enhancement projects; i.e. Upgrades of Applications and Third-Party Software. This position is also responsible for implementing policy and procedures related to the implementation of software security, monitoring and optimizing software performance as follows:

TYPICAL DUTIES:

Percentage Job Description (PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) *RED TEXT ONLY APPEARS ON THE SCREEN

Essential (E)/Marginal (M)¹

50%	E	Technical Specialist: The incumbent will perform system analysis and programming tasks on an enterprise application development or enhancement project. Determine and analyze information technology system solutions, programs, and routines; evaluate the business needs of clients and develop innovative solutions for those needs. Manage application development projects in a variety of languages and environments. Be responsible for monitoring, tuning and responding to system deficiencies. This includes being proactive, and working in conjunction with other Information Technology units, to identify and make recommendations that will assist in optimal performance of various COTS applications. This may involve meetings or discussions with the aforementioned units to devise a method to achieve this goal.	+ -
30%	E	Technical Lead: Provides input to the supervisor, project manager and stakeholders in all phases of the project: defining initial requirements, notify and assess impact of potential scope changes, communicate status of technical tasks, etc. Aids project team(s) and consultants in the development and review of detailed project schedules, design documents, testing plans and complex program specifications. Aids project team(s) in preparing system requirement specifications and other analysis deliverables like project data models and system technical detail designs. Translates system requirements into detailed design specifications and modules. Participates in the established project review and approval processes to ensure the impacts of system modifications are considered from all aspects and to mitigate negative impacts to the greatest extent possible. Communicates with IT, functional business staff to provide direction and status on technical tasks and deliverables related to the development and rollout of projects. Communicates project status to Lead and/or Project Manager.	+ -
10%	M	Project Management: Aids in project planning using project management software. Aids in defining project scope, objectives, requirements, timetable, risks, roles and responsibilities for team members, and the communication needs of stakeholders. Executes project plan, monitors development, reports status to project team and supervisor to ensure timely completion of the project. As needed, performs project evaluation reviews, develops project evaluation reports and distributes performance information to stakeholders.	+ -

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10% M Interact with Client: Meets with client to review, discuss and document business needs and problems. Provides input to client on software enhancement costs and assists in determining workload priority. Schedules/participates in conferences, meetings or presentations involving problems or issues of considerable consequence or importance.



¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. The employee will act as project leader to other staff and consultants assigned to the project under his/her span of control.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent will display a working knowledge of:

- Web based and client-server applications.
- System design, applications development life-cycle issues and principles, project management, and general information technology business procedures and practices.
- Organization's business enterprise and the larger business perspective in proposing and designing information technology solutions.
- Data processing concepts, practices, methods, and principles and a global and current understanding with respect to evolving industry trends, practices, and standards.

The incumbent will also demonstrate the following abilities and analytical skills:

- Able to handle sudden change in priorities and shift in management direction
- Able to work under pressure and tight timelines
- Use a variety of tools, such as: SQL/TOAD, Windows Monitoring, MS Office 2013 (Excel, Access, Word, etc.), Versata Logic Studio, Beyond Compare, SAP BusinessObjects, SmartBatch Scheduler and Analyzer.
- Use JAVA development tools such as Eclipse and version control software.
- Aid in the creation of technical documentation such as Program Flow Chart, Data Flow Chart, Project Plan, etc.
- Be resourceful and have initiative to complete projects, tasks and assignments effectively.
- Participate with other analysts on more complex or broad scoped projects.
- Communicate effectively, both orally and in writing with subordinates, peers, clients, customers, and higher level staff.
- Propose technical solutions, taking into account the customer's business needs, through presentations, written documentation or oral communication.
- Facilitate meetings with individuals or groups and discuss business and system requirements with team members and clients in order to obtain desired results.
- Establish and maintain effective and cooperative working relationships.
- Provide contractor oversight and contact vendors to discuss new or existing technology.
- Ability to isolate and define unknown conditions, using technologies to resolve critical problems and involving staff (team members) and management as appropriate.
- Demonstrate an in-depth understanding of the relationship of their project responsibilities to the work and business as a whole.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has access to sensitive data and must use all due care to preserve data integrity/confidentiality and ensure the protection of that data from unauthorized access or destruction. Failure to safeguard data could compromise security or result in the loss of Departmental credibility or public trust. The incumbent is responsible for decisions, actions, and consequences, made by themselves or their teams, related to the data processing of implemented applications. The resulting product or service affects the work of other staff, the development and maintenance of major aspects of technology projects, business programs, or missions, or the products and services of many people. Failure of the work product could negatively impact a wide range of established activities, including major activities of organizational concerns, or the operation of other organizations and result in loss of Departmental funds in varying magnitudes.

PUBLIC AND INTERNAL CONTACTS

The incumbent will consult with or advise management on the planning, development, implementation, and coordination

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of IT issues. The incumbent will frequently contact vendors to assess new technologies; contractors to provide oversight, negotiate contract modifications, and analyze compliance with contract specifications.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Sustained mental activity needed for report or memo writing, planning, problem solving and analysis, etc. Emotional requirements include the ability to develop and maintain cooperative working relationships with clients, staff and co-workers; respond appropriately to difficult situations.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to outlying offices to conduct analyses and provide customer consultation. This travel will expose the incumbent to natural elements of the geographic location at that time.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE