OFFICE OF TRAFFIC SAFETY
DUTY STATEMENT

CLASSIFICATION TITLE Associate Information Systems Analyst (Specialist)	**DISTRICT/DIVISION/OFFICE** Office of Traffic Safety/Information Technology	
WORKING TITLE AISA – Database Administrator	**POSITION NUMBER** 694-008-1470-	**EFFECTIVE**

As a valued member of the Office of Traffic Safety, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the direction of the Senior Information Systems Analyst, the Associate Information Systems Analyst (Specialist) is responsible for maintaining the OTS grant tracking and federal fund accounting database, collecting and analyzing traffic safety data and developing procedural and electronic solutions. The incumbent is involved in the analysis, development, procurement, installation, implementation, and support of various information technology systems and participating in and leading small projects related to these systems. The incumbent also acts as a back-up for the Staff Information Systems Analyst network administration position, providing LAN and desktop support to OTS staff.

TYPICAL DUTIES: The above responsibilities include, but are not limited to:

50% Administers and develops the OTS database to track traffic safety grant data, financial accounting data, collision data and operational performance data. Works with senior management to identify and define data needs and develops solutions to meet data storage, retrieval, analysis and end user interface needs. Participates in the analysis, procurement, implementation, documentation and development of database and other electronic solutions, including the integration of disparate database and data tracking systems and migration to new database platforms. Provides data required for annual, quarterly, monthly and ad hoc mail and e-mail merges. Works with the Fiscal Division to integrate various accounting data sources with the existing database, provide end user access to data and aid in identifying and analyzing this data. Develops electronic user interfaces to meet federal fund budgeting and projection needs.

23% Provides desktop and other technical support to OTS staff for various applications, including the Microsoft Office suite of products, provides backup for the Staff Information Systems Analyst (SISA) network administrator, participates in the maintenance and back up of the OTS LAN and participates in the development and documentation of guidelines, procedures and the information technology manual.

12% Functions as project manager on small projects of complex nature to automate OTS functions. Coordinates with team members to define project scope, objectives, user requirements, activities and schedule. Assesses proposed solutions and requirements for the integration of existing and/or proposed systems. Identifies risks, helps define roles and responsibilities for team members and

addresses stakeholder communication needs. Works to obtain approvals from senior management members to proceed with projects and overcome unforeseen program obstacles. Carries out project plans, monitors project scope and schedule, performs quality assurance and distributes performance information to stakeholders.

10% Participates in gathering, analyzing and integrating SWITRS and FARS data into the annual Highway Safety Plan, the Annual Performance Report and other publications. Aids in collecting and analyzing data to create the annual OTS Rankings and integrate them into various electronic forms and reports.

5% Actively participates as a member of the IT team to identify and meet OTS automation needs, ensure that good design methodologies are employed on all new development efforts, maintain system and application program documentation and ensure delivery of all automated solutions with exceptional customer service. Assists in the development and modification of Information Technology procedure manuals.

SUPERVISION EXERCISED OVER OTHERS

The Associate Information Systems Analyst position has no direct supervision responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must be able to monitor and resolve problems with information technology systems hardware, software, and processes and must be knowledgeable in the analysis, development, implementation and support of information technology systems. An understanding of data processing concepts, practices and methods and knowledge of project management and general information technology business procedures and practices are required. The incumbent possesses excellent interpersonal communication skills, the ability to establish and maintain productive and cooperative working relationships and the drive to deliver excellent customer service. It is important for the Associate Information Systems Analyst to remain up-to-date on technology changes and ensure high levels of productivity are maintained and customer satisfaction is high.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

Decisions made by the Associate Information Systems Analyst impact Information Technology's ability to deliver effective automation solutions and provide access to business-critical data. Failure to use good judgment could result in the loss of data, inefficient use of resources and the inability for staff to successfully perform their work efficiently and effectively.

PUBLIC AND INTERNAL CONTACTS

The Associate Information Systems Analyst is expected to communicate effectively, both orally and in writing with departmental staff at all levels, senior and executive staff at other state agencies, vendors, and consultants.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be able to work independently and make critical decisions and recommendations. Requires occasional bending, stooping and kneeling to set up and/or relocate equipment.

WORK ENVIRONMENT

Must have the ability to multi-task and adapt to changes in priorities. Must be able to organize and prioritize a wide variety of assignments and complete tasks and projects efficiently and on time.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

_____ _____

Employee Name (please print) Employee Signature Date

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

_____ _____

Supervisor Name (please print) Supervisor Signature Date