

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Information Systems Analyst (Specialist)	HQ IT/Security & Network Services/Network Operations	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Network Systems Analyst	900-170-1470-924	

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:**

Under the general direction of the Supervisor, Network Operations, a Systems Software Specialist II (Supervisor), the Associate Information Systems Analyst (Specialist) has responsibilities in the Network Operations branch of the Office of Network Technologies. The incumbent independently conducts complex studies in connection with the analysis, design, development, implementation, procurement and support of Wide Area Network (WAN) infrastructure and information processing systems as follows:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
45%	E	Provides network systems support (configuration planning, physical installation planning; implementation and maintenance of network systems; WAN security and monitoring; system administration activities, documenting standards and procedures). Serve as liaison to ensure coordination of the above activities with Information Technology customers and appropriate hardware/software vendors.
35%	E	Act as a team member to provide expertise in troubleshooting associated with network hardware and software. Assists users with development of user requirements and application network needs. Additionally, conducts hardware/software evaluations associated with data transport.
10%	M	Prepare hardware/software procurement justifications for network systems. Support vendor software (i.e., operating system and proprietary software). Prepare procedures for the administration and support of hardware and software.
10%	M	Develop problem definition/solutions, background, and desired objectives. Coordinate with end users in the development of detailed specifications for network hardware and software. Conduct system testes of newly installed network systems. Conduct implementation and prepare the project completion reports to document the closing of the system project and evaluate system performance. The incumbent may also be required to complete special projects.

<sup>1</sup>ESSENTIAL 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**

Act as a team member to provide expertise in troubleshooting associated with network hardware and software. Assists users with development of user requirements and application network needs. Additionally, conducts hardware/software evaluations associated with data transport.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Develop and maintain documentation, analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of securing data; establish and maintain cooperative relationships with those contacted in the course of the work; work under pressure; speak and write effectively; prepare effective reports; coordinate the activities of technical personnel.

The incumbent must have a level of data processing analytical ability and expertise to permit the employee's exercise of

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

sound judgment in all disciplines from conceptualization through detailed implementation on complex projects.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for decisions, actions, and consequences related to the installation, maintenance of the Caltrans wide area communications equipment which provides backbone connectivity for all major information systems that are in use at Caltrans, including Caltrans information systems running at the Office of Information Technology. Continued secure operation of the network is essential to assure that Caltrans personnel have access to mission critical applications and data distributed throughout the State of California.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will be required to establish and maintain cooperative relationships with those contacted in the course if the work.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit for long periods of time using a keyboard; work in highly intense situation when network failures occur and immediate resumption of services is paramount; deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity; adjust rapidly to new situations warranting attention and resolution; 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. The incumbent will be required to work for limited amounts of time in high noise level computer rooms with lower than normal temperatures.

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