

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Information Systems Analyst (Specialist)	DISTRICT/DIVISION/OFFICE D20/HQ Information Technology/Security Division/Office of Network Technologies	
WORKING TITLE Network Systems Analyst	POSITION NUMBER 900-170-1470-924	EFFECTIVE DATE May 2013

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work regularly and on time; 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 general supervision of the Systems Software Specialist III (Supervisor), 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:

E - Essential
M - Marginal

- 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 trouble shooting 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 tests 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.

SUPERVISION EXERCISED OVER OTHERS:

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of:

Electronic computer operating systems; Windows and UNIX, electronic data processing equipment and its capabilities.

Ability to:

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.

Analytical Requirements:

The incumbent must have a level of data processing analytical ability and expertise to permit the employee's exercise of sound judgment in all disciplines from conceptualization through detailed implementation on complex projects.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

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.

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 certify that 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's Name (please print)	Employee's Signature	Date
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

GENE SOOHOO Supervisor's Name (please print)	Supervisor's Signature	Date
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