

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

PROPOSED

<b>CLASSIFICATION TITLE</b> Associate Information Systems Analyst (Specialist)	<b>DISTRICT/DIVISION/OFFICE</b> D20/Information Technology/ Customer Service Division/ IT Project Management Office	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 900-170-1470-924	<b>EFFECTIVE DATE</b> March 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the 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 Senior Information Systems Analyst (Supervisor), the incumbent independently acts as the technical specialist in supporting the Department's new IT projects. The incumbent will work independently performing analytical studies/ activities, on complex information technology systems, and/or projects as follows:

**TYPICAL DUTIES:**

E - Essential  
M - Marginal

- 55% (E)     **Technical Specialist:** Plans, designs, tests, documents and implements complex tasks on an enterprise application development or enhancement project. Some examples of more complex assignments that may be given to the incumbent are: develop problem solutions using information technology methods, conduct feasibility studies, work on analysis and support of multifunction interfaces between multiple platforms and environments, provides analysis of conversion processes for data transfers between applications, and develop information technology standards and procedures areas of system testing methodology and requirements.
- 25% (E)     **Documentation:** Develop and maintain detailed documentation on all aspects of the business functional analysis. Meets with subject matter experts to review and develop program specifications
- 20% (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 enhancement prioritization.

**SUPERVISION 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:**

**Knowledge of:** The incumbent must have a working knowledge of web based and client-server applications, system design, application development life-cycle issues and principles, project management, and general information technology business procedures and practices. Data Warehouse tools and techniques, and other electronic computer programming environments; electronic data processing equipment and its capabilities; generally accepted information technology concepts, practices, methods and principles, general programming logic and applications development procedures. The incumbent must have an understanding of the business enterprise of the organization, including an appreciation for the salient political and regulatory issues faced by its management

**Ability to:** The incumbent must have the ability to utilize tools for enterprise resource planning software, and facilitate design and code walk-through; provide technical direction to staff; document system procedures and flow; assist staff in resolving errors; utilize the reporting relationships, chain of command in securing the resources necessary to complete his/her assignments and independently solve a wide array of business problems; interface with users at all levels and establish and maintain cooperative working relationships with those contacted in the course of the work; speak and write effectively; prepare effective reports.

**Analytical Requirements:** This position requires interpretation of data acquired from sources other than the systems maintained. The incumbent must be capable of recognizing potential data error problems and assessing their probable effect on the systems. Excellent communication skills required for interfacing with system users and management reporting. The incumbent will be required to engage in business relationships with many of the Programs and Divisions within the Department. This will involve the knowledge of technical competencies to prioritize work, initiate contact and resolve any issues that pertain to any of the systems. The incumbent must use judgement in interpreting and adapting guidelines such as policies, operation manuals and work directions to be used in specific cases or problems.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Decisions made by the incumbent will impact the availability and processing of the Staff Central system, one of the most important systems at the Department. Errors may have serious consequences resulting in the failure to report time correctly, leading to the potential of employees not being paid or being paid incorrectly, improper management decisions, inaccurate reporting, negative publicity, and non-compliance with statutory requirements.

**PUBLIC AND INTERNAL CONTACTS:**

The incumbent will consult with the Staff Central user community on the planning, development, implementation, and coordination of systems issues. This includes operations, maintenance, installation, and construction of information systems on a regular basis. The incumbent will frequently contact customers and staff to assess system development or maintenance status.

