

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Information Systems Analyst (Specialist)	DISTRICT/DIVISION/OFFICE D20/Information Technology/Customer Service Division/IT Project Management Office	
WORKING TITLE	POSITION NUMBER 900-170-1470-169	EFFECTIVE DATE May 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; 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:

The Department of Transportation (Department) Information Technology (IT) Project Management Office (PMO) is responsible for the management and oversight of all reportable and delegated IT projects in the Department. This responsibility requires the PMO to define methodologies, policies, standards, processes, and direct activities for the Enterprise Portfolio which includes various processes such as Concept Papers, Feasibility Studies and Feasibility Study Reports, Project Management, and Project Reporting and Oversight.

Under the general direction of a Senior Information Systems Analyst (Sup), the incumbent will conduct feasibility studies, prepare Feasibility Study Reports, and provide project support and oversight of medium and large projects for the Department. The incumbent will also support proposed concepts and will work with program partners to define business needs and objectives.

TYPICAL DUTIES:

E - Essential
M - Marginal

- 40% (E) Concept Papers/Feasibility Studies – Develop and/or assess Concept Papers. Conduct feasibility studies and develop Feasibility Study Reports (FSR). Concept Papers and FSRs provide definition of proposed projects including:
- Overview of business program
 - Business problem or opportunity
 - Business objectives for the project
 - Alignment with program, Department, and State objectives
 - Project governance
 - Cost, budget, and risks
 - Business functional requirements
 - Evaluation of current business methods and technical environment
 - Proposed solution and alternatives considered

- 25% (E) Project support - Attend and participate in project team meetings. Provide support and guidance in identifying project risks and issues, and develop and manage Risk and Issue plans/logs. Develop project schedules and provide ongoing schedule management and support.
- 20% (E) Project Oversight – Conduct reviews and assessments of IT projects. Identify and quantify any issues and risks affecting the project. Compile, report, and track the findings of compliance with the appropriate project management practices, material findings, conclusions, and recommendations made as a result of the review and assessment. Ensure compliance with Department policies and the Department of Technology's California Project Management Methodology (CA-PMM) requirements.
- 10% (E) Develop or compile reports and assist in the development and implementation of methodology, policies, standards, processes, procedures, templates, and toolsets relating to the functions of IT Project Management, Reporting, and Oversight in support of the Department's IT Project portfolio. Maintain and update the processes, procedures, reports and supporting materials as required.
- 5% (M) Participate in IT Governance and Enterprise Portfolio activities and other duties as assigned.

SUPERVISION EXERCISED OVER OTHERS:

None. The incumbent will provide leadership and guidance to Caltrans' IT project managers regarding the processes, procedures, and methodologies associated with IT project management and business analysis.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge Required: The incumbent must be knowledgeable about principles of IT project management processes, procedures, and methodologies; information technology systems equipment, software, and practices; analytical techniques; technical report writing, procedures, and process development; Caltrans' business enterprise; the roles and responsibility of oversight and regulatory agencies in assuring quality control and dependability; basic competencies associated with team leadership. The incumbent must have an understanding of current trends and standards in the area of project management within state government.

Ability to: Work independently; establish and maintain effective working relationships; communicate effectively, both verbally and in writing, with peers, clients, and customers at all levels; use standard office automation tools to develop reports, charts, and other documents; make oral presentations, adjusting style, method, and tools for the knowledge base of the audience; gain confidence and respect of customers and peers through sound decision-making practices.

Analytical Skills: Analyze information and situations, identify and resolve problems, reason logically, and draw valid conclusions.

The following competencies are expected:

- General understanding of Project Management concepts
- General understanding of Business Analysis concepts
- Ability to keep overall objectives and strategies in mind and not be deflected from these when dealing with matters of detail.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Technical accountability for work performed and decisions made is expected. Caltrans' program and project managers will depend on the Associates Information Systems Analyst's work products. Bad judgment and/or decisions may prevent the incumbent from effectively supporting Caltrans' IT projects. This may contribute to the cancellation of projects, schedule delays, cost overruns, technical issues, and products that do not fulfill all of a customer's requirements and expectations. Should this occur, Caltrans may lose credibility relative to its ability to track and manage its IT projects. This may lead to a further loss of funding for other current and future IT projects, along with increased schedule delays and project overhead costs due to increased control agency reporting, technical, financial, and/or project management requirements.

PUBLIC AND INTERNAL CONTACTS:

The incumbent will be called upon to interface closely with project teams and program personnel within the Department regarding IT projects. In performing the responsibilities of this position, the incumbent may initiate contacts with other internal and external stakeholders. The incumbent may also have contact with government and/or control agencies such as the California Department of Technology, the Department of General Services, vendors of commercial tools or methodologies that may be adopted by the Department, or outside consultants; concerning successful project delivery and/or the Department's compliance with control agency requirements.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

Mental requirements: The incumbent must be open to change and new information; and be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional requirements: The employee must value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect.

WORK ENVIRONMENT:

While at their base of operation, employee will work in a climate-controlled office under artificial lighting using a personal computer. Employee may be required to travel.

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

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

LORI STAFFLER

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