

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Programmer Analyst (Specialist)	D20/Information Technology/ITSD/Package Products Sol	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	900-170-1579-	

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 supervision of a Systems Software Specialist II (Supervisor), the incumbent independently acts as a technical specialist in the development, implementation and support of Maintenance System (IMMS). The position will be responsible for the development of conversion and interface programs that will allow the Department's existing data to be used by the IMMS, and data entered in Infor System to be used by the Department's legacy systems through interfaces. The incumbent will also work independently performing analysis and generating reports using Business Intelligence tool.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Performs Information Technology (IT) system analysis and design, computer programming, and technical documentation in the implementation and maintenance of the IMMS application and the Infor System and data interfaces which run in a variety of environments, including mainframe, Unix systems and N-tier systems. Develops data models, data mapping specifications, and codes software in VB.NET for data conversion processes to transfer and cleanse existing data to and from IMMS and design and develop reports in using Crystal reports tool and Business Intelligence tool. Develops and documents system requirements and complex program specifications. Translates system requirements into technical detailed design specifications and application software modules. Participates in program walk-throughs and established project review and approval processes to ensure the impacts of system modifications are considered from all aspects and to mitigate negative impacts to the greatest extent possible.
20%	E	Develops and documents system testing methodology, develops test plans and test case scenarios, executes unit and system tests, and documents test results. Prepares user testing environments and participates in user testing activities.
20%	E	Performs project planning using Department of Transportation (Caltrans) IT Project Management Methodology. Defines project scope, objectives, user requirements, activity definition, project schedule, resource plans, cost estimates, risk identification, procurement plans, roles and responsibilities for team members, and the communication needs of stakeholders. Obtains internal and, if necessary, external approvals to proceed with the project. Develops and reviews procurement documents to acquire project resources. Executes the project plan and distributes performance information to stakeholders. Performs project evaluation reviews and develops project evaluation reports.
10%	M	Responsible in working cooperatively with client users, management and vendors in the further development and consultation on the COTS, Enterprise Application Integration (EAI), and Data Warehouse applications. This may include making written or oral presentations to a variety of Departmental staff.

¹ESSENTIAL 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. The employee may act in a lead capacity to other staff and consultants assigned to the project under his/her span of control.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent will display an in depth knowledge of:

- Commercial off-the-shelf systems (COTS), ERPs, EAI, and Data Warehouse, Reporting software.
- Structured and object oriented analysis/design.
- PL/SQL, Crystal reports and other languages used for client server systems.
- System design, applications development life-cycle issues and principles, project management, and general information technology business procedures and practices.
- Organization's business enterprise and the larger business perspective in proposing and designing information technology solutions.
- Data processing concepts, practices, methods, and principles and a global and current understanding with respect to evolving industry trends, practices, and standards.

The incumbent will also demonstrate the following abilities and analytical skills:

- Program in both "legacy" and "modern" environments, including object oriented tools and techniques and processes required to extract, translate and load data into a Data Warehouse.
- Develop detailed program specifications, code programs and write test plans on complex applications.
- Be resourceful and have initiative to complete projects, tasks and assignments effectively.
- Communicate effectively (orally and in writing), with various groups of people contacted.
- Propose technical solutions, taking into account the customer's business needs, through presentations, written documentation or oral communication.
- Facilitate meetings with individuals or groups and discuss business and system requirements with team members and clients in order to obtain desired results.
- Establish and maintain effective and cooperative working relationships.
- Provide contractor oversight and contact vendors to discuss new or existing technology.
- Ability to isolate and define unknown conditions, using technologies to resolve critical problems and involving staff (team members) and management as appropriate.
- Demonstrate an in-depth understanding of the relationship of their project responsibilities to the work and business as a whole.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made by the incumbent will impact the implementation of the IMMS project and the rest of the IFMS system. Errors may have serious consequences resulting in the loss of state funds and federal reimbursements, improper management decisions, inaccurate reporting, negative publicity, and non-compliance with statutory requirements

PUBLIC AND INTERNAL CONTACTS

The incumbent will consult with or advise management on the planning, development, implementation, and coordination of system issues. This includes the 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. The incumbent will communicate effectively, both orally and in writing with subordinates, peers, clients, customers, and higher level staff. The incumbent will actively participate in conferences, meetings, or presentations involving problems or issues of considerable consequence or importance.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Sustained mental activity needed for report or memo writing, planning, problem solving and analysis, etc. Emotional requirements include the ability to 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, employees will work in a climate-controlled office under artificial lighting. Employees

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may also be required to travel to outlying offices to conduct analyses and provide customer consultation. This travel will expose the incumbent to natural elements of the geographic location at that time.

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)

KISHORE KAMBHAMPATI

SUPERVISOR (Signature)

DATE