

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 the technical specialist in supporting the enterprise level applications development and maintenance in the Package Products Solutions Office. The incumbent provides support of the Department's PeopleSoft HRMS Time and Labor Reporting System, Learning Management System (LMS), Project Resourcing and Schedule Management (PRSM) system, and other enterprise-level applications and interface programs. The incumbent will act as a technical support staff and project leader on the complex enterprise-level application development and enhancement projects. The incumbent will also work independently performing analysis and programming work for the more complex assignments as follows:

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Systems Support and Maintenance – Independently performs system analysis and programming tasks in support of the Department's PeopleSoft HRMS and/or Project Resourcing and Schedule Management (PRSM) applications and interface programs. Trouble-shoots production problems, writes code, creates ad hoc reports and documents software fixes. Modify existing programs to eliminate system deficiencies. Develops testing methodology and conducts unit and regression testing to ensure quality control. Prepares migration documents to implement code changes. Documents procedures for cross training purposes.
30%	E	Technical Lead - Provides input to the supervisor, project manager, and stakeholders in all phases of an application development life cycle - defines initial requirements, notifies and assesses impact of potential scope changes, communicates status of technical tasks, etc. Aids project team in the development of project schedules, design documents, test plans, and software specifications. Translates system requirements into detailed technical design specifications. Participates in project review, peer review, code walk-through, and project migration processes to ensure that the impact of a system modification is considered from all aspects and the negative impact is mitigated to the greatest extent possible. Communicates with information technology (IT) functional, and business analysts to provide direction and status on technical tasks and deliverables related to project development and implementation.
20%	E	Project Management – Aids in project planning using project management software. Aids in defining and validating project scope, objectives, requirements, timetable, and risks. Executes project plan, monitors development, and reports status to project team and supervisor to ensure timely completion of the project.
10%	M	Interact with Client - Meets with client to review, discuss and document business needs and problems. Provides input to client on software enhancement and assists in determining workload priority. Participates in conferences, meetings or presentations involving problems or issues of considerable consequence or importance.

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 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

This is the journey level, and as that term implies, the incumbent will display an in depth knowledge of:

- Web based and client-server applications.
- 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:

- Able to handle sudden change in priorities and shift in management direction.
 - Able to work under pressure and tight timelines.
 - Use PeopleSoft tools, such as Application Designer, Application Engine, Component Interface, Data Mover and the Oracle database.
 - Use a reporting software (e.g. Business Objects Development Services).
 - Use CA Clarity PPM toolset (e.g. XOG) as well as other industry standard tools (i.e. JAVA, XML, SQL).
 - Develop detailed program specifications, code complex programs and write test plans on applications.
 - Create technical documentation such as Program Flow Chart, Data Flow Chart, Feasibility Study Report, Project Plan, Pseudo Code, etc.
 - Be resourceful and have initiative to complete projects, tasks and assignments effectively.
 - Act as team lead and/or participate with other programmer analysts on complex or broad scoped projects.
 - Communicate effectively, both orally and in writing with subordinates, peers, clients, customers, and higher level staff.
 - 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.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has access to sensitive data and must use all due care to preserve data integrity/confidentiality and ensure the protection of that data from unauthorized access or destruction. Failure to safeguard data could compromise security or result in the loss of Departmental credibility or public trust. The incumbent is responsible for decisions, actions, and consequences, made by themselves or their teams, related to the data processing of implemented applications. The resulting product or service affects the work of other staff, the development and maintenance of major aspects of technology projects, business programs, or missions, or the products and services of many people. Failure of the work product could negatively impact a wide range of established activities, including major activities of organizational concerns, or the operation of other organizations and result in loss of Departmental funds in varying magnitudes.

PUBLIC AND INTERNAL CONTACTS

The incumbent will consult with or advise management on the planning, development, implementation, and coordination of IT issues. The incumbent will frequently contact vendors to assess new technologies; contractors to provide oversight, negotiate contract modifications, and analyze compliance with contract specifications.

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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 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.)

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)

SHELLEY CHEECHOV

SUPERVISOR (Signature)

DATE