

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Systems Software Specialist II (Technical)	OFFICE/BRANCH/SECTION D20/IT/Infrastructure Division/Identity and Access Mgt	
WORKING TITLE Enterprise Administrator	POSITION NUMBER 900-170-1373-924	EFFECTIVE DATE

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 Data Processing Manager III, the incumbent independently acts as a lead technical advisor providing consulting services to Information Technology (IT) and Departmental Programs. Incumbent displays a thorough and comprehensive expert level working knowledge of network configurations and data communication protocols. The incumbent provides technical expertise in the design, implementation, and maintenance of Identity and Access Management (IAM) services. The incumbent also makes IT system consolidation recommendations and supports the Identity and Access Management Office by providing guidance and direction to technical staff ensuring IT projects comply with the Department of Transportation (Caltrans) strategic goals.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Primary responsibility is a lead technical advisor providing support services to IT and program personnel. The incumbent will provide expertise and project consulting services in the design and implementation of complex IAM solutions for the Caltrans enterprise. The incumbent performs technical proposal analysis of varied technologies and provides IT IAM recommendations.
20%	E	Provides expert level support,utilizing administrative tools, to troubleshoot, evaluate, and correct IAM service issues for Caltrans users for the IAM office.
10%	E	Works as a lead of a team or independently and develops and revises processes and procedures using desktop applications. The incumbent utilizes industry standard administrative tools to implement and support IAM services for the Department.
10%	E	Provides IAM support by installing and configuring audit and reporting services on Microsoft and Novell server platforms. Provides reports using the audit and reporting tool per customer requests.
10%	M	Performs research on existing and emerging technologies to evaluate IAM trends and assess conformance with Caltrans current and future state architectures by using the Internet and other available research methods.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent has no direct supervisory responsibilities. However, this position requires the incumbent to act in a lead role capacity on a project team, or over permanent and/or contractor personnel assigned to the project.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Demonstrate proficiency with respect to data processing concepts, practices, methods, and principles along with an understanding of, and currency with respect to evolving industry trends and standards. Ability to effectively apply this knowledge in evaluating alternative proposals and recommending optimal solutions. The incumbent must also be fully knowledgeable of good practices of data processing system design, programming, and documentation. Extensive knowledge of the organization's business enterprise and ability to take into account the larger business perspective in

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proposing and designing information technology solutions.

The employee must write clearly and concisely; be able to understand and document system procedures and flow; analyze data and situations; reason logically and creatively; identify problems; draw valid conclusions; develop effective solutions; apply creative thinking in the design and development of processing data with electronic computers; establish and maintain cooperative working relationships with those contacted in the course of work; prepare effective reports; provide technical support to other incumbents.

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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must exercise good judgment, analyze problems, and take appropriate action. Poor decisions or recommendations could result in significant losses of departmental efficiencies through unnecessary delays, loss of data, equipment damage, loss of employee productivity, and user dissatisfaction.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contacts with managers and staff in Caltrans, IT managers throughout the state, private consultants, and vendor representatives concerning the needs and development of IT systems. The incumbent may initiate contacts with other departments, governmental agencies, or private companies concerning IT technology related to the performance of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for prolonged periods of time using a keyboard, monitor, mouse, and telephone. Employee must value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; consider and respond appropriately to the needs, feelings, and capabilities of others; be tactful and treat others with respect. In addition, the employee must have the ability to multi-task, adapt quickly to changing priorities, and perform completed staff work or tasks and projects with short notice.

WORK ENVIRONMENT

The incumbent will perform work indoors in a climate-controlled environment under artificial lighting. The incumbent may be required to work for extended periods of time in a computer room that maintains a constant temperature of 70 degrees.

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.

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SUPERVISOR (Print)

RON CLEMENS

SUPERVISOR (Signature)

DATE
