

JOB DESCRIPTION AND POSITION CLASSIFICATION**PROPOSED**

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Information Technology Specialist I		POSITION NUMBER 530-001-1402-001	MCR 1	RPA # DSC 21-027
APPOINTEE	EFFECTIVE DATE	DIVISION/SECTION Administration/Information Technology (IT) Office		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/>		Supervisory Related BU: <input type="checkbox"/>	Confidential Related BU: <input type="checkbox"/>	Rank and File BU: R01
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) John Caampued	SUPERVISOR'S CLASSIFICATION IT Manager I	
APPROVED BY (Personnel Officer or Personnel Analyst's Name) Mary Wray			DATE 5/13/2020	

ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.

POSITION SUMMARY

Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:

Under direction of the Chief Information Officer (CIO), the incumbent functions independently as the Business and Systems Analyst providing business analyses, project management, assessments, reviews, requirements gathering, reports, presentations, and development of business processes. The IT Specialist I will directly engage and collaborate with the Council's business units to translate program needs into IT solutions. The IT Specialist I will assess and evaluate impacts to the Council's business and business processes and will provide project managers with identified risks and recommendations.

This position supports the following IT domains:

- Business Technology Management, including elements such as: IT policy and program development, IT portfolio management, IT procurement, process reengineering, business analysis, research and development, strategic planning, product and/or delivery strategy, and
- Information Technology Project Management which includes IT Project Management such as the management of all phases of project implementation to ensure efficient and effective delivery of information technology products, services or systems. Business Technology Management.
- Software Engineering - The architecture, development, operation, and maintenance of software systems including user research, user centric design, development or configuration, programming, enterprise architecture, service-oriented architecture, testing, and implementation of the business application services.

DESCRIPTION OF DUTIES

Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.
35% (E)	Leads activities to plan and conduct collaborative joint application design (JAD) sessions and requirements workshops with cross functional and cross-organizational use/management teams. Selects the best methodologies and techniques for requirements development based on the needs of the project and stakeholders. Assesses current systems and processes, develops and validates business requirements and business rules. Develops an understanding of Council programs, performance measures, procedures and work-flows. Communicates effectively, both orally and in writing with both technical and nontechnical staff members. Performs analysis for business process re-engineering (BPR) with the goal of increasing efficiency and improving quality and customer service to better support the Council's mission. Works with program managers to prepare project documents required by CNRA, CDT, the State Information Management Manual (SIMM) or other authorities. Oversees the IT enterprise business analysis efforts and outcomes including evaluation of current and/or proposed information and business process flows to meet and process organizational change objectives. Acts as a liaison between departmental end-users, technical analysts, information technology analysts, consultants and other governmental organizations in the analysis, design, configuration, testing and maintenance of IT systems to ensure optimal operational performance. Documents business process flows, develops and maintains Use Cases, develops and executes application test plans, scenarios, and scripts.
25% (E)	Acts as a project manager on small or medium projects. Takes a lead role in assisting with the planning, coordinating, directing and managing of the development and implementation of solutions including budgets, cost tracking, schedules, resources, change management, risk management, process flow diagrams, and timeliness through all phases of the project. Provides regular project status reports. Works collaboratively with outside vendors, analysts, and staff from

other business areas throughout the project. Leads and directs the systems analysis and documentation of standards used to analyze and elaborate business, technical and system requirements incorporating industry best practices, tools and methodology to establish enterprise business analysis methods and practices. Contributes to the establishment of policies, procedures and standards for the Council, including standard templates for planning and tracking of projects. Trains Council project managers on how to manage their projects by using standardized templates and software tools and methodologies such as the Project Management Body of Knowledge, Software development Life-cycle, or Agile.

15% (E)

Defines how changes to the requirements will be handled. Maintains version control of documentation and keeps system artifacts updated. Participates in quality assurance peer reviews of project documentation, business requirements, uses cases, user stories, technical specifications, test documentation and presentation materials to ensure that the documents meet Council standards. Ensures that the information presented is accurate and interpreted correctly. Coordinates and supports the design, evaluation, implementation, and maintenance of information technology-based business systems applications, networks and/or services. Ensures that solutions comply with requirements, perform functions for which they are designed and meets the identified business goals and needs. Coordinates and leads users through acceptance testing. Documents the results of acceptance testing.

15% (E)

Makes presentations to various levels of management. Develops and prepares complex documents for management review. Reviews and comments on project approval/procurement documentation. Develops User Manuals, provides user training, and prepares and facilitates presentations.

10% (E)

Resolves issues including organizational, procedural, technical and fiscal support, research and analysis. Performs other Information Technology Specialist I work-related assignments as requested by management in support of the business functions of the Unit.

Conditions of Employment: Requires working in a high-rise office building. Travels locally to attend meetings, trainings, and seminars up to 10% of the time. May require rotating 24x7 on-call support responsibility as well as weekend and holiday support

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

SUPERVISOR'S STATEMENT:		SUPERVISOR'S SIGNATURE ➤	
SUPERVISOR'S NAME (Print) John Caampued		I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.	DATE
EMPLOYEE'S STATEMENT:		EMPLOYEE'S SIGNATURE ➤	