

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: 01/29/2024
Classification: IT Specialist II (BA)	Position #: 673-860-1414-009
Division/Office: Office of Information Services/Portfolio and Project Management Office	CBID: R01
Section: Project Management Office	
Supervisor Name: Carlotta Range-Lewis	Supervisor Classification: IT Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.

Supervisor:	Date:
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I have read this duty statement and agree that it represents the duties I am assigned.

Employee:	Date:
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SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 4

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 2

MISSION OF SECTION:

The mission of the Office of Information Services (OIS) is to leverage the most effective information technologies (IT) available to achieve the California Air Resources Board's (CARB) program goals. The mission includes ensuring that such technologies are professionally managed, properly maintained and efficiently used.

The Portfolio and Project Management Office (PPMO) is responsible for leading the most complex CARB IT projects. CARB's IT PPMO manages an average of more than \$100 million in IT projects each year and promotes the use of standardized project management methodologies and best practices throughout the organization. In addition, PMO plans, controls, and executes CARB's application development and system integration projects, ensuring that CARB complies with California Department of Technology's (CDT) policies and requirements.

CONCEPT OF POSITION:

Under the general direction of the IT Manager I (ITM I) in the PMO Branch, the IT Specialist II (IT Spec II) will work as an IT Business Analyst (BA) and a Software Quality Assurance Analyst. The IT Spec II will work closely with IT and program staff and will be part of complex IT projects and provide expert advice, mentoring, consultation, guidance, and collaboration on application development projects. The IT Spec II will work with other CARB Project Managers (PMs) to develop business analysis and requirements development standards and provide oversight for IT application development projects that affect CARB.

The IT Spec II will conduct business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customers' expectations. Furthermore, the IT Spec II must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining professional relationships with internal/external customers, including management, executives, CARB end users, peers, vendors, other government entities, etc. When handling confidential personnel and/or business data, the IT Spec II must maintain confidentiality while handling and processing any confidential personnel/business data.

- Business Technology Management
- Information Security Engineering
- IT Project Management
- Software Engineering
- Client Services

DUTY STATEMENT

System Engineering

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40 % E	<p>BUSINESS ANALYSIS</p> <p>At an expert level, serves as a Senior Business Analyst to provide technical knowledge and guidance through all aspects of the system development lifecycle (SDLC) in the design, development, testing, implementation, and maintenance of web applications following industry best practices and standards. Leads collaborative efforts with project teams to gather, analyze, write clear and complete business and/or system requirements and related documentation, as well as facilitate customer communication. Works closely with customers to obtain an in-depth understanding of business processes. Conducts requirements gathering workshops or other events that require customer (program staff and project stakeholders) and developer interaction to learn user needs, system requirements, diagram potential designs, and negotiate realistic, testable requirements/user stories for development. Develops application specifications and technical requirements documentation. Researches and analyzes change requests to determine appropriate IT solutions while mitigating and identifying potential risks and issues. Prepares and/or evaluate project deliverables including work plans, schedules/timelines, milestones, risk assessments, and section processes and procedures. Makes technical recommendations regarding system changes and problems requiring solutions. Performs legislative and bill analysis for new/updated mandates that impact the current and future business process. Performs ad hoc research and analysis to address issues identified by end users and IT.</p>
30 % E	<p>SOFTWARE QUALITY ASSURANCE</p> <p>At an expert level, performs as lead to ensure that Quality Assurance (QA) tasks are completed through all phases of testing. Works collaboratively with all stakeholders to review requirements for testability. Develops a test management strategy including documenting processes, procedures, and implementation strategies for quality assurance. Coordinates and prepares necessary documentation for test planning, system integration testing, regression testing, user acceptance testing, end user training, and initial system implementation. Develops test plans, testing timelines, and schedules. Responsible for all testing activities and monitoring. Coordinates and leads analysts to prepare necessary documentation for test planning, system integration testing, regression testing, user acceptance testing, and end user training. Validates test script coverage by using the requirements traceability matrix to ensure all testable requirements have been addressed with one or more test scripts. Leads testing activities. Validates and ensures that the scope of all functional, technical and user acceptance testing requirements are met. Develop, execute, and act as lead analyst to develop and execute test cases, verify, and report test results, document defects, and</p>

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
	<p>submit recommendations for corrective programming action including providing feedback on functionality, screen design, and usability. Monitor and report testing progress against release and project timelines. Provides management with various reports indicating testing progress, and the usage and effectiveness of testing techniques. Develops and provides quality assurance presentations and training. Provides detailed metrics and track the progress and outcomes of the testing process.</p>
<p>25 % E</p>	<p>STRATEGIC PLANNING AND PROCESS DEVELOPMENT Develops processes to ensure deliverables are aligned to support IT governance, IT prioritization, compliance reviews, audits, and budget exercises. Leads project resources, including state and contractor personnel directly and indirectly as required. Communicate change impacts and change activities through various methods. Provides project communications via project meetings, presentations, and status reports. Creates and reviews Budget Change Concepts (BCC), Budget Change Proposals (BCP), various procurement vehicles including software and contractual. Provides training in best practices for business analysis and software quality assurance.</p>
<p>5% M</p>	<p>Performs research and provides leadership in best practice technologies, including user experience and user interface design and other business analysis and testing activities. Provides guidance to other business analysts for training to ensure they are functioning at their highest capacity. Researches, evaluates, and participates in recommendations of new technology for the development and support of business applications. Through trade journals, user group meetings, vendor demonstrations, formal training courses and seminars, keep abreast of evolving technology and industry trends to meet the technical responsibilities of the position. Schedule and facilitate discussions to support research on products, technology trends, and best practices, using industry standard methodologies to perform analysis.</p>