

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist I	<i>IT Systems Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-349-1402-103
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
SDI-SDI Development Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Product Development Division	Information Technology Supervisor II
BRANCH:	REVISION DATE:
Information Technology Branch	4/27/2021
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
<p>Under the direction of the Information Technology (IT) Supervisor II, the IT Specialist I serves as a senior member of the SDI Development Group and performs various lead roles while carrying out support activities for the State Disability Insurance Online (SDIO) Section of the Product Development Division (PDD).</p> <p>The incumbent performs a variety of complex tasks in the following areas: System Development Lifecycle (SDLC), legislative analysis, incident triage, systems and impact analysis, and software product development and deployment. The IT Specialist I defines and develops system and/or software requirements, develops and/or updates technical documentation and implementation plans, and applies industry standards, principles, methods, and techniques to manage a project through all phases of the</p>	

SDLC. The incumbent takes accountability for the work done and decisions made; and uses sound judgement and expertise in interpreting and adapting guidelines, policies, operations manuals, and directions for application to specific cases or problems, and determines which of several established available alternatives or guidelines to use.

In addition to serving in a lead capacity, the IT Specialist I provides IT consultation to management and internal/external customers in support of SDIO's business needs.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity as more experience is gained. An incumbent in Range A should be able to perform tasks with some assistance and lead small to medium sized projects or work efforts, an incumbent in Range B should be able to perform the same tasks with minimal assistance and lead medium to large sized projects or work efforts, and an incumbent who has reached Range C should be able to perform all tasks independently, assist and train newer staff in the process, and lead any work effort or project.

The incumbent contributes toward the growth of the Information Technology Branch (ITB) into a customer focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

Percentage of Duties	Essential Functions
30%	Formulate business cases, feasibility studies, and research analysis for application and system impacts of proposed legislation and change requests to produce work effort cost estimates. Perform work efforts in accordance with Employment Development Department's Service Delivery Discipline (SDD) methodology to manage and implement work efforts. Coordinate and consult with users, administrators, and engineers to identify business and technical requirements for proposed system modifications or technology requirements in accordance with legislative requirements. Prepare and maintain project status reports for management. Produce and maintain development support deliverables.
25%	Demonstrate extensive knowledge of EDD business processes and policies through documentation and maintenance of functional, technical and performance requirements for the development and enhancement of new technical solutions and modifications to the EDD's applications. Lead and facilitate discussions with internal customers / users to elicit requirements. Provide IT consultation to IT management, SDI, and other internal/external customers in support of SDIO's business needs. Coordinate and consult with technical staff from the EDD and other departments to define technical requirements, identify system interfaces and assist in the production of technical project documentation. Define and document the relationships between business activities and the application systems. Determine the impact of system changes to the business and vice versa, and create technical artifacts and deliverables to ensure chosen design meets requirements.
20%	Perform triage analysis and support of production systems (i.e., application or data issues between mainframe and web systems). Monitor or track project milestones and deliverables to ensure that the project deliverables are on time, within budget and at the required level of quality. Report on project status to staff, teams or management. Ensure work products are consistent with industry best practices, issues are identified and communicated promptly, and status reports are clear and comprehensive with detail and wording suited to the audience.
15%	Represent the SDI technical team at business and technical meetings. Work closely with extended team members and vendors to define, document, and maintain project processes and

Civil Service Classification
Information Technology Specialist I

Position Number
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Classification and Pay Unit (CPU) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	5/20/2024

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file