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Current
Proposed

1. POSITION INFORMATION				
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:			
Information Technology Specialist I	IT Systems Analyst			
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: ⊠ FT □ PT- Fraction	☐ INT ☐ Temporary — hours			
2. REQUIREMENTS OF POSITION				
 Check all that apply: ☑ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required 	 □ Call Center/Counter Environment ⋈ Requires Fingerprinting & Background Check □ Bilingual Fluency (specify below in Description) □ Other (specify below in Description) 			
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 POSI	TION			
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.) □ Business Technology Management □ IT Project Management □ Client Services □ Information Security Engineering □ Software Engineering □ System Engineering 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). 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				

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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

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	system documentation. Sustain and update the process for managing and sustaining these processes and documents through all the phases of the SDLC – analysis, design, build, test, implementation, and maintenance and operations for on-going support.				
Percentage of Duties	Marginal Functions				
5%	Actively listen to others to facilitate an open exchange of ideas and provide for effective communication. Motivate staff and develop positive working relationships based on mutual respect and trust.				
5%	Perform other duties as assigned.				
4. WORK EN	NVIRONMENT (Choose all that apply)				
Standing: Occ	casionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%			
Walking: Occa	asionally - activity occurs < 33%	Temperature:Temperature Controlled Office Environment			
Lighting: Artifi	cial Lighting	Pushing/Pulling: Not Applicable - activity does not exist			
Lifting: Not Ap	pplicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist			
Other: Click he	ere to enter text.				
Type of Envi ☐ High Rise	ronment: ⊠ Cubicle □ Warehouse □ Outo	doors Other:			
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to assist customers on the phone ☐ Other: ☐ Required to work at a public counter ☐ Required to assist customers in person					
5. SUPERVISION EXERCISED: (List total per each classification of staff)					
None					
6. SIGNATURES					
Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.					
Employee's Name:					
Employee's Signature: Date:					
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.					
Supervisor's Name:					
Supervisor's S	Supervisor's Signature: Date:				
7. HRSD US	E ONLY				

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Classification and Pay Unit (CPU) Approval					
□ Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved			
☐ 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