



DUTY STATEMENT
 Department of Finance
 Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Specialized Systems Development	POSITION NUMBER	300-911-1414-001
CLASSIFICATION	Information Technology Specialist II		

SCOPE

Under the general direction of the Information Technology Manager I (ITM I), the Information Technology Specialist II (ITS II) demonstrates a depth of leadership and expertise serving as the lead Project Manager/Business Analyst. The incumbent independently performs a wide variety of tasks in all aspects of project management and business analysis requiring innovative problem-solving skills where guidance may not be readily available. The ITS II independently plans, organizes, and manages a portfolio of information technology (IT) projects throughout the Project Management Lifecycle (PMLC) as defined by the California Project Management Framework (CA-PMF).

ESSENTIAL FUNCTIONS

40%	<p>Information Technology Project Management:</p> <ul style="list-style-type: none"> • Lead, mentor, and oversee a team of project managers/business analysts. • Independently plan, organize, and manage the activities of the project manager/business analyst and project teams. • Manage or oversee all aspects of projects (including people, resources, and schedules) to deliver an IT solution. • Define the scope of each project in collaboration with stakeholders and management. • Apply industry standards, concepts, principles, guidelines, methods, practices, and processes prescribed by the California Project Management Framework (CA-PMF), Project Management Institute (PMI), California Project Approval Lifecycle (PAL), and State policies to manage multiple projects simultaneously throughout all phases of the Project Management and System Development Lifecycles. • Monitor and track project progress (and adjust as needed) to ensure that all project deliverables are delivered on time, within budget and scope, and at the required level of quality. • Proactively identify and manage issues and risks through avoidance, mitigation, and development of contingency plans. • Create and/or oversee the creation of detailed work plans which identify and sequence the activities needed to successfully complete each project. • Develop and/or oversee the development of schedules for project completion that effectively allocate resources to all project activities. • Develop and sustain cooperative working relationships with project stakeholders throughout all project phases. • Ensure adherence to quality control, IT security standards, and accessibility guidelines. • Document and/or oversee the documentation of business processes or operational activities, lessons learned, and all other relevant project documentation. • Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures. • Prepare project status reports by collecting, analyzing, and summarizing information. • Review the quality of the work completed by the project manager/business analyst and project teams on a regular basis to ensure that it meets established standards. • Evaluate the effectiveness of projects through the development and monitoring of performance measurements.
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	<ul style="list-style-type: none"> • Monitor compliance with established plans, schedules, and directives. • Keep abreast of changes in industry practices, technology trends, and emerging technologies by reviewing current literature, talking with colleagues, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences. • Direct the conduct of integrated change control. • Develop and maintain IT project and portfolio management policies, procedures, standards, guidelines, and tools. • Other duties as required.
<p>30%</p>	<p>Business Technology Management:</p> <ul style="list-style-type: none"> • Perform the full range of Business Analyst (BA) activities including but not limited to business process re-engineering, requirements elicitation and management, and system and user acceptance testing to ensure the delivered solution fulfills the business goals and objectives. • Analyze, develop, and document business and technical requirements for technology solutions. • Analyze, develop, and document business processes utilizing industry best practices and standard methodologies. • Formulate and/or oversee the formulation of business cases, feasibility studies and research analysis reports related to technology endeavors. • Provide IT consultation to the business community to support business programs. • Collaborate with the business community to maintain an IT project portfolio that supports strategic and tactical business objectives. • Develop and/or oversee the development of all project documentation. • Perform analyses and/or oversee the performance of analyses on intake requests, proposed solutions, internal processes, workloads, and program operations to identify and assess issues, problems, and opportunities. • Apply industry standards, concepts, principles, guidelines, methods, practices, and processes prescribed by the International Institute of Business Analysis (IIBA) and State policies throughout all project phases. • Other duties as required.
<p>15%</p>	<p>Software Engineering:</p> <ul style="list-style-type: none"> • Perform software product deployment and release management activities. • Define software solutions using specification development industry standards and methodologies. • Gather, review, and document system requirements and specifications to ensure alignment with functional and non-functional requirements. • Develop and maintain and/or oversee the development and maintenance of software documentation for each phase of the system development lifecycle. • Develop and/or oversee the development of plans to execute IT systems relating to design, coding, testing, defect management, system integration, implementation, and documentation of software components by outlining tasks and developing timelines and schedules. • Design testing methods, validation procedures, and execution plans to evaluate software functionality. • Execute and/or oversee the execution of test plans including testing software systems using test cases and performing defect management. • Develop, update, and implement standards, procedures, and controls to ensure proper installation, configuration, maintenance, security, reliability, and availability of systems/databases. • Other duties as required.

5%	<p>System Engineering:</p> <ul style="list-style-type: none"> • Advise, create, or participate in the design of new system architecture, standards, and methods to support organizational needs. • Conduct research and perform analysis to recommend system upgrades, cost-effective solutions, and process improvements to meet current and future needs. • Consult with stakeholders to identify infrastructure system requirements and recommend technology, hardware, software, and plans installation. • Coordinate system installation, operations, maintenance, repairs, and/or upgrades. • Contribute to the planning of the overall organizational IT strategy. • Communicate with stakeholders to determine organizational needs. • Other duties as required.
5%	<p>Client Services:</p> <ul style="list-style-type: none"> • Develop, implement, and maintain training. • Other duties as required.
5%	<p>Information Security Engineering:</p> <ul style="list-style-type: none"> • Categorize the information system and the information processed, stored, and transmitted by that system. • Other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to have a very broad knowledge of information technology project governance principles and guidelines to support decision making; knowledge of complex business processes and systems; exercise a high degree of initiative; independence of action and originality; demonstrate tact and good independent judgment; communicate effectively; develop and maintain effective and cooperative working relationships; easily adapt to changing priorities; work as part of a team; able to work under pressure to meet stringent deadlines; and maintain regular, consistent, and predictable attendance.

All knowledge and abilities of the Information Technology Specialist I classification; and

Knowledge of: Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management lifecycle including the State of California project management standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards.

Ability to: Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	