

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Information Technology Specialist I		DWR POSITION NUMBER 1425-1402-003	SAP POSITION NUMBER 50024767	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DTS-California Data Exchange Technology Services	
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: <input checked="" type="checkbox"/> R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Kishore Kambhampati	SUPERVISOR'S CLASSIFICATION Information Technology Manager I	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 06/04/2024	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<p>POSITION SUMMARY: Under the direction of the Manager of the California Data Exchange Technology Services Office of the Division of Technology Services the position serves as a Technical Business Analyst. The position's duties and activities are performed primarily within the Software Engineering technical domain. The incumbent is responsible to work program area to gather requirements, analyzing the requirements and work as liaison between hydrological program area and developers. In addition the candidate will be developing quality analysis procedures and responsible for testing applications. Incumbent must adhere to all Departmental IT Governance Policies and Standards as approved by the Department's Manager of the Division of Technology Services.</p> <p>ESSENTIAL FUNCTIONS: This position requires the incumbent work cooperatively with others; maintain regular, predictable, and consistent attendance; exercise good judgment; provide excellent service to internal and external customers; and complete assigned projects and tasks on time at a level commensurate with the position classification. The incumbent must demonstrate the following: respect for coworkers and managers by being courteous, considerate, and professional; openness and trust by being straightforward, listening respectfully, sharing information, and being receptive to new ideas; and accountability by taking responsibility for one's own actions/inaction and the subsequent outcomes.</p> <p>SPECIFIC DUTIES: Leads customers and the development/technical team to elicit and develop requirements and process workflows. Meet with project managers, technical staff, and system users to provide advice and technical information with respect to Information Technology issues. Review, analyze, and provide recommendations or solutions regarding the utilization of Information Technology to solve business problems. Design and develop system and program specifications. Prepare project reports as required. Assist in identifying, evaluating, and developing technical solutions to ensure long-term business and technology strategies are met. Facilitate meetings and working sessions to assist in gathering business requirements and defining technical constraints. Perform process</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Kishore Kambhampati		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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40%	<p>identification, process analysis, business process modeling, and process improvement. Assesses current systems and processes; develops and validates business requirements and business rules, detailed system design documentation, and other requirements involving complex analytics.</p> <p>Review requirements and technical design documents to provide timely and meaningful feedback. Participate in team walkthrough of requirements and design. Assist with innovative analysis to drive test plan design to implement application and database enhancements. Facilitate development and implementation of test plans, cases, scripts, timelines, and schedules. Coordinate and prepare necessary documentation for test planning, functional and non-functional testing, user acceptance testing, end user training, and initial system implementation. Plan testing walkthrough and presentation of test case scenarios ensuring they meet business requirements and objectives. Conduct thorough testing with logical and thoughtful approach, develop test scenarios and condition data, utilizing design documentation, system requirements, change/enhancement requests, and other technical specification documents.</p>		
15%	<p>Adhere to industry best practices, standards, and guidelines for conducting complex system testing tasks. Execute test cases and scripts, verify and report test results, document defects, and submit recommendations for corrective programming action including providing feedback on functionality, screen design, and usability.</p> <p>Create and maintain test repository and ensure that test product documentation is complete. Provide management with various reports regarding testing workloads and testing progress, and recommend changes to testing techniques. Create and present documents to management with respect to policies, processes, procedures, standards, and industry best practices. Keep management informed of progress on complex testing activities. Develop and provide quality assurance presentations. Develop appropriate on-boarding materials, and provide on the job training for new and existing testing staff.</p> <p>Perform quality assurance tasks at an expert level through all phases of testing including unit testing and user acceptance testing. Coordinate and</p> <p>OTHER RESPONSIBILITES</p> <p>This position provide necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as Governor's Office of Emergency Services and Federal Emergency Management Agency in disaster work including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>		

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	<p>SPECIAL REQUIREMENTS</p> <p>Position requires incumbent to obtain and maintain Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) certifications.</p> <p>Incumbent shall maintain strict confidentiality in regard to departmental data and systems, identity management, system accounts, and information security items that they have access to via any assigned privilege accounts (These are accounts assigned to an employee that require privileges over-and-beyond the standard user production account, e.g. system administrator, applications administrator, domain administrators). Incumbent must maintain strict confidentiality when participating in any e-discovery or forensics type of activities, or any other situations where discretion is required.</p> <p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p> <p>May be required to work extended hours and travel to various locations throughout the State of California when requested.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p>		