

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
DUTY STATEMENT****JOB TITLE:** Information Technology Specialist I**POSITION #:** 472-509-1402-001**WORKING TITLE:** Business Analyst**EMPLOYEE:** TBD

POSITION DESCRIPTION: Under the general direction of the Portfolio Planning Management Branch Manager and the Information Technology Specialist II Lead Business Analyst, the incumbent is responsible for business analysis, requirements, and process definition, and assisting project staff with project support as appropriate, working closely with program management, subject matter experts, and development staff as part of a team to provide solutions for customers. The incumbent performs business analysis activities, including capturing business requirements and documenting processes; developing use cases and user stories; reviewing system artifacts; testing, and end-user documentation as needed.

DOMAINS: Business Technology Management:	moderate skills
Client Services:	critical skills
Information Security Engineering:	basic skills
IT Project Management:	basic skills
Software Engineering:	basic skills
System Engineering:	basic skills

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Position reports to and is under general supervision of the Information Technology Portfolio Planning Management Branch Manager.

Essential Job Functions:

50% Perform duties as the lead business information system analyst by working with program staff and subject matter experts to capture and document business requirements. Maintain system documentation. Create, maintain, and update analysis documentation. Decompose legacy system job steps and existing program functionality. Create business process workflows and assist with the creation of system documentation. Responsible for defining and maintaining business rules, business requirements, and workflows. Review testing documentation and complete testing activities. Provided necessary inputs into the standard iterative project management and systems development lifecycle methodologies, such as Agile Scrum, Kanban product delivery, and iterative development to achieve project objectives and continuously meet customer needs.

- 15% Coordinate and monitor modification to business practices as proposed by the system integration vendor, conduct gap analysis, and coordinate with Organizational Change Management. Coordinate and monitor ongoing maintenance of system documentation and system enhancements.
- 15% Lead testing activities such as creating the test plan. Participate in the review meetings. Gather the test requirements. Ensure readiness of test data and integrity of test data. Execute all the test cases and report defects, define severity and priority for each defect. Assist in the development of test documents like traceability matrix, test data and test cases.
- 10% Participate in regular staff meetings (Departmental, Division, Section), project meetings (daily stand-ups, weekly status, weekly data governance, monthly steering committee, agency/CDT updates), and procurement specific meetings (RFP development, evaluation and scoring, confidential discussions and demonstrations). Prepare for and report on assigned agenda items and status updates. Report issues and risks.
- 5% Complete and maintain the Information Systems Security Plan. Assist in information security assessments. Product liaison between the Information Security Officer (ISO) and the Privacy officer so that all security aspects for the data and systems comply with the appropriate Departmental, State, or Federal requirements.

Marginal Job Functions:

- 5% Complete other required duties within the scope of this position.

WORKING CONDITIONS:

- Open-spaced partitioned offices
- Prolonged periods on a personal computer up to 90% of the time

DESIRABLE QUALIFICATIONS:

Knowledge of: Business analysis and project management principles and procedures; system development life cycle; information technology project management principles and methodologies; testing practices; and the administration and department's goals and policies.

Strong communication skills, both written and oral. Can work effectively with a variety of audiences in a politically charged environment.

Ability to: Apply business analysis principles, standard methodologies, and procedures. Take direction and incorporate feedback; develop and maintain cooperative and harmonious relationships with department, regional centers, other state departments, and vendors; analyze situations accurately and take effective action; reason logically; analyze data and present ideas and information effectively.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

John Wood

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.