

Duty Statement

Classification: Information Technology Specialist II			
Working Title: Business Analysis/Quality Assurance Lead			
Program: Enterprise Technology Services			
Division: Business Operations Technology Services		Branch: Eligibility Applications & Support	
Section: Business Analysis & Integration		Unit: N/A	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814			
COI Classification:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	CBID: R01 Position Number: 802-351-1414-XXX
Telework Eligible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>			
<p>Job Summary:</p> <p>Under the general direction of the Information Technology Manager I (ITM I) within the Business Analysis & Integration Section (BAIS), the Information Systems Technology Specialist II (ITS II), serves as a highly experienced Business Analysis/Quality Assurance Lead in the design, development of detailed requirements and test cases, testing, implementation, and support in the maintenance of complex enterprise application systems. This position will primarily function within the Information Security Engineering, IT Project Management, Software Engineering, System Engineering and Business Technology Management domains.</p> <p>The ITS II provides technical expertise, performs as a Business Analyst and Quality Assurance lead, and functions as subject matter expert for the installation and configuration of software upgrades required for operation of DHCS application systems and databases. Provides solutions/recommendations, communicates with customers and management and mentors and trains subordinate staff. The ITS II must possess a high level of knowledge and skill in the areas of Software Development Life Cycle (SDLC) and Software Testing Development Life Cycle (STLC). The ITS II works independently, on teams, and in some instances as a lead to coordinate and implement activities needed to meet the business objectives through the enhancement and modification of application systems and software upgrades. Assignments involve multiple tasks and require effective oral and written communication.</p>			
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>			

Description of Duties:	
% of Time	Essential Functions
35%	<p>ESSENTIAL FUNCTIONS: Business Analysis Activities</p> <ul style="list-style-type: none"> • Serve in a lead role on efforts to support system design, process re-engineering, and development of detailed requirements and test cases. • Lead business analysis, high-level solution design, detailed system design, logical data model, and business process impact analysis. • Facilitate sessions with business programs to gather business requirements, document as-is process(es), develop mock-up screens, create requirements, and assist in requirements approval. • Develop application performance measurements and identify areas of improvement, provide options and technical recommendations. • Lead activities which include planning, prioritizing, complex analysis, testing, implementation, and support for the Medi-Cal Eligibility Data System (MEDS) and subsystems through an established executive governance process. • Participate in the formulation, development, and documentation of the baseline technical architecture and a sustainable target architecture aligned to the enterprise strategic management plan.
35%	<p>Quality Assurance Activities</p> <ul style="list-style-type: none"> • Serve in a lead role on test and deployment efforts for MEDS and subsystems. • Monitor and report testing progress against release and project timelines. • Facilitate creation of test plans and review test plans, test scenarios, and test cases. • Lead execution of test cases and review of test results, during unit, system, integration, regression, performance, user acceptance, and smoke testing. • Lead, create, review and retest fixed defects. • Provide pre- and post- implementation planning and support. Identify issues; evaluate resources, establish goals and objectives.
15%	<p>General IT Activities</p> <ul style="list-style-type: none"> • Provide leadership, guidance, and direction to staff on a variety of technical and operational issues. • Set priorities, manage workload, monitor progress, and adjust as necessary. • Identify issues, alternatives, and recommend appropriate actions. • Maintain knowledge and expertise in statewide technology initiatives and policies, as well as industry standards and best practices. • Participate in the establishment and implementation of EASB standards and procedures as well as reporting and compliance activities. • Prepare change management requests, provide status reports, review project updates from

Description of Duties	
% Of Time	Essential Functions
10%	<p>Enterprise Architecture Activities</p> <ul style="list-style-type: none"> • Research problems to provide effective solutions, make recommendations for process improvements. • Participate in the activities for California Department of Technology’s Project Approval Lifecycle (PAL). • Conduct market research, evaluate products, meet with vendors, develop scoring criteria for possible alternatives to make a proposal to executives.
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under General Supervision by the (enter supervisor classification):
Information Technology Manager I.

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

- Desirable Qualifications:**
- Proficiency in Business Analysis and system design concepts.
 - Proficiency in Quality Assurance concepts.
 - Proficiency in creating, organizing, reviewing, and executing test plans and test cases.
 - Proficiency in SQL and data analysis.
 - Proficiency in Enterprise Architecture concepts, principles, and application.
 - Knowledge of project management concepts, terms, and methodologies.
 - Proficiency in technical report writing, research, and analysis.
 - Knowledge of functional and technical requirements and system design concepts.
 - Knowledge of the role and responsibility of various sections within an IT organization.
 - Knowledge of the role and responsibility of various State control agencies.
 - Proficiency in viewing and describing technical situations from a business perspective.
 - Proficiency with influencing, motivating, persuading, and leading individuals or groups.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

Acknowledgements:
Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____ by _____.

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. If 'Yes' is checked, in the next field enter the maximum number of telework days allowable for this position. Check 'No' if this position is not eligible for a telework schedule.
COI Classification:	Check 'Yes' if this position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment. Check 'No' if this position is not designated under the Conflict-of-Interest Code.
Collective Bargaining Identifier (CBID)	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.

Description of Duties:	<p>Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.</p> <p>Essential Functions: Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.</p> <p>Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.</p>
Supervision Received:	<p>Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives.</p> <p>Under Close Supervision: Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice.</p> <p>Under Supervision: The position is subject to continuous and direct control.</p> <p>Under General Supervision: The position is subject to a minimum of continuous and direct control.</p> <p>Under Direction: Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journeyman or fully qualified worker.</p> <p>Under General Direction: This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization.</p> <p>Under Administrative Direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p>
Supervision Exercised:	<p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>
Special Requirements:	<p>Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.</p>
Desirable Qualifications:	<p>Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.</p>

Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.
Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	<p>Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).</p>