

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist I	Working Title Information Technology Specialist I
Name of Incumbent	Position Number 280-343-1402-010
Section/Unit Financial & Strategy Management/Legislative, Audit, and Policy Group	Supervisor's Name
Division Technology Governance Division (TGD)	Supervisor's Classification Information Technology Supervisor II
Branch Information Technology Branch	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 11/16/2020

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

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 POSITION

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Business Technology Management | <input type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services |
| <input type="checkbox"/> Information Security Engineering | <input type="checkbox"/> Software Engineering | <input type="checkbox"/> System Engineering |

Under the direction of the Information Technology (IT) Supervisor II, the incumbent performs complex and sensitive tasks, and will lead the efforts to develop, plan, organize, coordinate, and maintain the following, including but not limited to: performing legislative analyses on bills impacting the IT Branch; coordinating and facilitating IT related audits; developing, monitoring, and/or tracking audit related Corrective Action Plans; developing, monitoring, and/or revising IT Branch Policies, Technical Bulletins, Circulars, and Standards.

The IT Specialist I position resides in the Business Technology Management domain comprising of: information technology policy development, legislative management, business analysis, and strategic planning. The IT Specialist I acts as a Department liaison to internal and external entities.

The incumbent contributes toward the growth of the IT Branch into a customer-focused service organization by following IT Branch cultural principles and by providing constructive feedback to others within the IT Branch regarding the application of those principles. The incumbent is required to have a very broad knowledge of the principles for IT related Legislation, Audits, and Policies.

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The incumbent works collaboratively with the TGD management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
25%	Performs legislative analyses which include analyzing bills and related legislation which may impact the Department. Works with program and IT staff to identify and resolve issues associated with the proposed legislation. Estimates associated implementation costs, feasibility, and timeframe for implementation of the proposed legislation. Identifies risks and issues which may impact the Department's ability to fulfill the requirements of the proposed legislation. Coordinates, facilitates, and produces bill analyses reports. Communicates assumptions and constraints to customers, technical staff, and managers.
25%	Performs audit coordination and ensures that the respective audit related assignments are completed by the established deadline. Identifies, discusses, and resolves issues related to the audit with the program and IT management. Develops recommendations for management to adapt and/or develop policies, processes, and procedures to ensure that accepted internal controls are met. Serves as a consultant for the IT Branch in the area of IT audits and audit activities by providing technical assistance to staff and management. Coordinates IT data and information requests.
25%	Develops, researches, documents, and maintains policies, procedures, and standards including but not limited to IT and Information Security. Works with subject matter experts to develop and update Technical Bulletins, IT Circulars, and other appropriate policies, processes, procedures, and standards on an annual basis. Coordinates the formal review and clearance process within IT Branch which includes the Division Chiefs and Executive Leadership when necessary.
20%	Provides guidance in resolving complex business and/or IT-related problems. Interprets control agency guidelines and policies. Acts as a liaison to internal and external entities which may include but are not limited to the Labor and Workforce Development Agency, California Department of Technology, Department of Finance, Department of General Services, California State Auditor, and the Legislative Analyst's Office. Plans, attends, and participates in meetings internal and external entities and acts as a subject matter expert. Provides knowledgeable business and technical analysis. Maintains effective working relationships with internal and external stakeholders. Provides project support and consulting services including but not limited to project initiation, cost estimation, budget drills, and training. Meets customers' expectations and business needs.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

- | | |
|-------------------------------|--|
| Standing: Rarely (1-6%) | Sitting: Frequent (51-75%) |
| Walking: Occasional (13-25%) | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting | Pushing/Pulling: 1-25% of the time |
| Lifting: 1-25% of the time | Bending/Stooping: 1-25% |
| Other: | |

Type of Environment: a. Cubicle b. N/A c. N/A d. N/A

Interaction with Public: a. N/A b. N/A c. N/A.

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)

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 (Print)

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 (Print)

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

hcc

11/16/2020

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE

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- **PROVIDE A COPY TO THE EMPLOYEE**