



Classification: Information Technology Specialist I
 Position Number: 880-280-1402-006

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-280-034	Classification Title: Information Technology Specialist I	Position Number: 880-280-1402-006
Incumbent Name: VACANT	Working Title: Project Manager / Business Analyst	Effective Date: January 2025
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Division of Information Technology		Section/Unit: BMB – Project Management
Supervisor’s Name: Tanu Malhotra		Supervisor’s Classification: IT Supervisor II

Human Resources Use Only:	
HR Analyst Approval: Katie Hill	Date: 01/16/2025

General Statement

Under the direction of an Information Technology Supervisor II and consistent with good customer service practices and the goals of the State and Regional Board’s Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

Position Description

Under the direction of the Information Technology Supervisor II within the Division of Information Technology (DIT), the incumbent will act as project manager to multiple IT projects and project scrum master on assigned activities; provide guidance to lower-level staff. The Information Technology Specialist I will collaborate with internal customers to provide solutions and communicate out to management and stakeholders on project statuses.

Essential Functions (Including percentage of time):



30%	<p>Manage multiple IT projects concurrently, provide appropriate guidance and leadership to lower-level multidisciplinary teams with differing backgrounds and communication styles. Guide the project team to consensus on project scope to ensure delivery of quality software applications. Utilize Software Development Lifecycle methods (waterfall and agile) and act as the project scrum master on assigned activities related to the development and maintenance of IT systems, applications, software, and projects. Collaborate with customers to draft user stories, identify appropriate decision makers, obtain written approvals, and apply industry standardized project management processes. Provide timely and accurate management updates regarding projects and assignments, facilitate meetings, document outcomes, and provide clear and concise communication to all stakeholders using agenda, minutes, and documentation.</p>
30%	<p>Use technical knowledge of application services and technologies to perform the most complex business analyst tasks timely and independently. Support enterprise application development efforts which may include planning, analysis, design, development, testing, deployment, user training, and troubleshooting to perform a wide variety of tasks requiring regular innovative problem-solving. Assist customers and programmers with screen design, report design, and user interface issues to ensure functional requirements are met. Develop workflows, use cases, business rules, and conceptual data models for assigned projects. Work independently on complex tasks throughout the System Development Life Cycle and work cooperatively with others on projects.</p>
30%	<p>Coordinate complex IT contracts to ensure compliance with state policies and procedures on a continual basis. Conduct independent review of project and scrum deliverables to ensure accuracy and completion, assist in the development of vendor statements of work, specifically to define deliverables and products and to specify level of quality and service to ensure successful outcomes, and assign tasks associated with assessment of business program requirements. Manage IT contract acquisitions including development and approval of procurement documents through contract execution and closeout. After execution of the contract, serve as the main point of contact with the vendor. Ensure vendor management methods are established and followed. Use established processes to monitor consistency and continuity of the contract management process and conformity to applicable processes, policies, standards, rules, and regulations. Work closely with the program representatives to manage IT contracts and process invoices. Resolve contract issues, monitor vendor compliance with terms and conditions of contract, and participate in negotiations.</p>
Marginal Functions (Including percentage of time):	
5%	<p>Perform IT project reporting. Collect information and develop quality reports for project teams, executives, stakeholders and state oversight agencies. Develop and deliver presentations to various project and stakeholder groups. Develop standard project reports and presentations for different Software Development Life Cycle (SDLC) methods (waterfall and agile). Leverage standard reports and presentations and work with other project managers in the most effective way to communicate, address project risk, obtain decisions, and set expectations while collecting and delivering project status to various stakeholders.</p>



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5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time.

Typical Working Conditions:

The incumbent works on the eight (8th) floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Supervisor Statement

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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date