



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Associate	DIVISION NAME Information Technology Division, Business Application Services Office, Business Intelligence Services Section
WORKING TITLE Business Intelligence Application Analyst	POSITION NUMBER 333-350-1401-008
EMPLOYEE NAME Vacant	EFFECTIVE DATE TBD

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general supervision of the Information Technology Manager (ITM) I, the Information Technology Associate (ITA) serves as the Business Intelligence Application Analyst. The ITA is responsible for analyzing, developing, reviewing, implementing, documenting, and supporting enhancements to the Business Intelligence Application within the Financial Information System for California (FI\$Cal)'s Enterprise Resource Planning (ERP) system. This role follows established system development processes and tools while ensuring solutions align with FI\$Cal's business and technology objectives.

The ITA works closely with the departmental business stakeholders and other FI\$Cal divisions to review and analyze user requirements and tests reports, using Structure Query Language (SQL) and other technical tools. The ITA ensures reports and data solutions meet the business needs while maintaining compliance with FI\$Cal's overall vision and goals.

While the ITA responsibilities fall mainly within the Software Engineering domain work may be assigned in the other domains as needed.

SUPERVISION RECEIVED

Reports to directly to the ITM I, Business Intelligence Services Section (BISS) Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
45 %	Analyze, Test and Support <ul style="list-style-type: none">• Elicit and elaborate requirements, including use cases and user stories from FI\$Cal partner departments and other state agencies• Review and analyze data models• Develop reports, test reports, and batch processes using Business Intelligence (BI) tools• Develop and review technical documentation to ensure accuracy• Adopt agile and similar methodologies to contribute to improving the system development life cycle (SDLC) process• Ensure compliance with IT policies, standards, and industry best practices• Review and test application security• Develop and implement production loadplans and schedules
40 %	Maintenance and Operations Support <ul style="list-style-type: none">• Analyze, troubleshoot, and resolve production incidents raised by end users, in a timely manner• Work with technical staff and program division users to troubleshoot and remediate incidents• Perform testing when hardware/software infrastructure systems are upgraded
10 %	Research/Reports <ul style="list-style-type: none">• Provide technical support for complex solution implementations• Research, conduct proof of concepts and implement new technology solutions• Attend training classes and complete all team training requirements
<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none">• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team, which may include special assignments

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, techniques, and procedures related to the delivery of information technology services; the System Development Lifecycle including the associated methodologies, tools, and processes; the organization's business processes and procedures; education tools and techniques; performance monitoring tools and techniques; and data administration techniques and best practices.

Ability to: Use initiative; act independently with flexibility and tact; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; perform technical analysis of proposed technology solutions; comprehend technical documents to interpret specifications, system implementations, capabilities, interdependencies, and compatibilities; serve as a technical liaison; develop and effectively utilize all available resources; develop end-user training materials; and gather data to perform statistical analysis and report outcomes.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature _____ Date _____

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst PGR

Date Revised: 3/26/2025