

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist I	Working Title Functional Business Analyst
Employee Name Vacant	Position Number 791-730-1402-002
Project/Division Name CalHEERS Project	Supervisor's Name Gurpreet Kaur
Unit Functional Business Analysis	Supervisor's Classification IT Supervisor II
Physical Work Location 2329 Gateway Oaks Dr., Ste 100, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required                      <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations                      <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p>The statements 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 the 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.</p> <p>Minimal local travel.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management                      <input checked="" type="checkbox"/> Information Technology Project Management</p> <p><input checked="" type="checkbox"/> Client Services    <input type="checkbox"/> Software Engineering</p> <p><input type="checkbox"/> Information Security Engineering                                      <input type="checkbox"/> System Engineering</p>	
<p><b>Summary Statement</b> (Briefly describe the position's organizational setting and major functions):</p> <p>Under direction of the Information Technology (IT) Supervisor II in the Functional Business Analysis (FBA) Unit, the Information Technology (IT) Specialist I is expected to work independently and function as a lead on major projects to provide functional business analysis support for the California Healthcare Eligibility, Enrollment, and Retention System (CalHEERS) Project. The IT Specialist I is responsible for leading efforts to support business and technical systems development interface requirements to ensure successful implementation of the CalHEERS system. Duties may include access to information systems containing protected enrollee information, including federal tax information, protected health information, and personally identifying information. Incumbents are expected to communicate effectively, both orally and in writing with subordinates, peers, clients, customers, and higher level staff. Incumbents demonstrate a high level of presentation skills to all levels of audiences.</p>	
Percentage of Duties	Essential Functions
45%	<p><b>Stakeholder System Development Support:</b></p> <p>Serve as senior consultant and demonstrate high-level knowledge of system design, applications development life-cycle issues and principles, and general information technology business and procedures and practices. Lead a multi-functional business analysis team made up of state, county and consultant staff to perform CalHEERS business analysis and systems development requirements. Participate in discussions with representatives from the state, other states, counties, vendors, and other entities associated with the CalHEERS Project to elicit requirements. Facilitate JAD sessions, manage project risk and issues, perform</p>

30%	<p>review and provide approval of business, functional, technical and other software requirements with customer representatives, testers and other technical staff.</p> <p><b>Systems Interface Support:</b> For the most complex change requests, serve as senior consultant and collaborate with the technical team to review and evaluate System Integrator (SI) deliverables including: use cases, wire frames, traceability matrices, business processes, and other technical documents for system design and development. Prepare and provide findings and recommendations to project management on acceptance. Monitor SI performance to evaluate compliance with the use of accepted industry, project, state standards and quality controls; and provide systems development support to validate and identify interface and application requirements.</p>
20%	<p><b>Interface Changes Support:</b> Provide support to review, identify, and evaluate interface changes related to interface and applications requirements, support change management activities for defined work activities according to the CalHEERS Change Management Plan, review change requests cost estimate, prepare and develop impact analyses for potential changes and monitor and report status of interface changes.</p> <p><b>Incident Triage:</b> Participate in Incident Triage and Daily Incident &amp; Problem Management meetings. Provide input to validate defect, prioritize, and schedule implementation of the resolution.</p> <p><b>Operations &amp; Project Management Support:</b> Review software release notes and product training documents. Provide necessary support to CalHEERS project management and technical teams.</p>
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

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

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. Cubicle b. Select	
Interaction with Public: a. N/A b. Select c. Select.	

#### 5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)
None

#### 6. SIGNATURES

<b>Employee's Statement:</b> I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date
<b>Supervisor's Statement:</b> I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	
Supervisor's Name (Print)	

Supervisor's Signature	Date
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**7. HRD USE ONLY**

**Human Resources Division Approval**

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	esm	8/31/2021

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

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:  
*Click here to enter text.*

- \*\* AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
  - PROVIDE A COPY TO THE EMPLOYEE
  - FILE A COPY IN THE SUPERVISOR'S DROP FILE