

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**RPA 22-033**

<b>CLASSIFICATION TITLE</b> Information Technology Specialist I	<b>OFFICE/BRANCH</b> Information Technology	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> IT Business Analyst/Jr. Project Manager	<b>POSITION NUMBER</b> 311-400-1402-XXX	<b>EFFECTIVE</b> TBD

**GENERAL STATEMENT:**

Under the general direction of the information technology (IT) Project Delivery and Business Operations Manager (an IT Manager I) of the California High-Speed Rail Authority (Authority), the IT Business Analyst (an IT Specialist I) is responsible for supporting the delivery of IT solutions to the Authority. This is accomplished by executing activities of the Project Management and Software Development Lifecycles, leveraging best practices and thoughtful analysis to bridge business needs with technology. The IT Specialist I will work directly with cross-functional teams across diverse departments to analyze evolving business needs, perform strategic assessments, document complex processes, capture detailed business requirements, and perform Project Management activities. The ideal candidate will be comfortable managing and leading several concurrent efforts while maintaining the ability to make critical decisions and deliver results in a fast-paced environment.

**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.**

All work will be accomplished in accordance with the State Administrative Manual (SAM) sections 4800 through 5953 and Sections 6700 through 6780; Statewide Information Management Manual (SIMM); California Department of Technology policies and procedures; the Authority's IT Standards; Desktop and Mobile Computing Policy, IT Security Policy; and the Department of Finance Budget Letters.

**TYPICAL DUTIES:**

The following Information Technology Domains are applicable to the incumbent’s duties/tasks:

- Business Technology Management
- Information Technology Project Management
- Client Services
- Software Engineering
- Information Security Engineering
- System Engineering

Percentage  
Essential (E)/  
Marginal (M)

Job Description

45% (E)	<p><b>Business Analysis and Research</b></p> <ul style="list-style-type: none"> <li>• Analyze and document business requirements, processes and communicate requirements to the technical teams.</li> <li>• Provide project coordination between business and IT. Work with the customers and help identify business problems or opportunities and work with IT to implement the solution.</li> <li>• Schedule and facilitate discussions to support research on products, technology trends, and best practices, using industry-standard methodologies to perform analysis.</li> <li>• Perform ad hoc research and analysis to address issues identified by end users and IT.</li> <li>• Implement strategic initiatives and continuous process improvements.</li> </ul>
40% (E)	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Evaluate the scope of work, schedule, and identify resources necessary to complete a project.</li> <li>• Manage all aspects of project implementation; anticipates potential risks and proactively manage.</li> <li>• Support the development and implementation of COTS and custom applications, systems, and tools</li> <li>• Manage, coordinate and track project tasks including requirements, schedule, and other supporting PMO documentation and artifacts as needed.</li> <li>• Analyze and recommend information technology solutions based on program business needs and enterprise IT strategies.</li> <li>• Support the delivery of IT solutions by adhering to Project Management Lifecycle and Software Development Lifecycle best practices.</li> <li>• Collaborate with other project managers, technical/non-technical staff, and management.</li> </ul>
10% (E)	<p><b>IT Administration</b></p> <ul style="list-style-type: none"> <li>• Maintain up to date knowledge about State policies, processes, and industry best practices related to IT administration.</li> <li>• Develop and maintain accurate reporting of in-progress work for projects and teams.</li> <li>• Maintain and support the use of various tools for the IT Office.</li> </ul>

5% (M)	<p>Other Duties</p> <ul style="list-style-type: none"> <li>• Foster an environment of teamwork and collaboration.</li> <li>• Represent the IT Office in meetings with Authority management and staff.</li> <li>• Invest in personal development through continuous education to maintain position-related knowledge.</li> <li>• Other duties as required.</li> </ul>

**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.

Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods, and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

**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 business analysis of problem and identify ; 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.

Perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives,

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project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

### **DESIRABLE QUALIFICATIONS:**

- Ability to facilitate collaboration sessions amongst various stakeholder groups and drive outcomes
- Ability to work with technical and non-technical staff, and bridge communications between various stakeholders
- Knowledge and experience with waterfall and agile processes, tools, and methodologies
- Knowledge and experience with developing project scope, schedule, manage risks, and change management.
- Knowledge and experience with the Project Management and Software Development Life Cycle
- Knowledge and experience with the Microsoft Office suite, including Word, Excel, PowerPoint, Project, and Visio.
- Ability to prepare and produce clear and concise documentation (e.g., requirements, business processes, plans etc.)
- Demonstrate a service-oriented, customer relations-sensitive attitude.
- Ability to communicate effectively in a clear and concise manner
- Ability to establish and maintain cooperative working relationships with all levels of staff and management
- Ability to manage multiple initiatives in a fast-paced, achievement-oriented environment.
- Ability to work under pressure to meet deadlines.
- Knowledge of the principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting.

### **SUPERVISION EXERCISED OVER OTHERS:**

No supervision exercised.

### **PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

The employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse and video display terminal and will be required to sit for long periods of time at a computer screen. The employee must develop and maintain cooperative working relationships and display respect for others in all contact opportunities.

### **WORK ENVIRONMENT:**

Employee will work in a climate-controlled office under artificial light. Employees may be required to travel outside of their work area to perform general tasks. Employee must carry a cell phone and respond to calls after hours to provide resolution to IT system problems or other urgent business needs.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

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

Name of Supervisor: \_\_\_\_\_

Signature:	Date:
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