

	<p>Perform cost-benefit analysis and risk assessments to provide information technology solutions. Provide management and creation of technical artifacts and change management documentation.</p> <p>The ITS II will also support and work with the IT staff in the Technology Web Management Unit and Information Technology Unit including but not limited to case management in the salesforce platform, new conceptual design for system efficiencies, conducting risk assessments, and working with external systems integrators in the planning, execution and deployment of Salesforce applications/objects.</p> <p>The ITS II leads, designs, develops, and implements technology solutions for ETP Contracting System (Cal-E-Force) for system enhancements and upgrades.</p>
35%	<p>Contract Tracking/Project Management:</p> <p>The IT Specialist II will have innovative problem-solving and project management skills to assist in creating, maintaining and managing the IT Contracts supporting ETP's Contract Management System (Cal-E-Force) in conjunction with the Deputy Director of Technical Operations. The ITS II will understand the budget, schedule and scope and be able to create and negotiate work authorizations for work performed, including an invoicing process.</p> <p>The ITS II will provide Vendor Management, including hiring, tracking, interviewing, and management of work performed and timelines. Engage with Salesforce integrators in the planning and execution and deployment of new Salesforce business applications.</p> <p>Provide project support to users of interdepartmental Agencies on the Cal-E-Force System, including the California Workforce Development Board (CWDB) and Division of Apprenticeship Standards(DIR DAS).</p> <p>Internally advise, direct, and oversee mission critical information technology and business reengineering projects in support of internal business needs, using human centered design approach.</p> <p>Inform the CIO/Deputy Director, and on Leadership team apprised of risks and issues that arise.</p>
10%	<p>Procurement:</p> <p>The ITS II will have an understanding of the procurement processes and deadlines, including different procurement types (CMAS, MSA, SLP, etc.). Assist in the creation and submission of the required State EDD Procurement forms, including Description of Services needed. Track the procurement and relation to work needed and timelines and will be part of the reviewing and scoring responses to Procurements.</p> <p>Assist in the development and and creation of InterAgency Agreements for customers in the Cal-E-Force platform.</p>
10%	<p>License/Product Management:</p> <p>The ITS II will have experience with interacting and negotiating with with IT vendors, as well as interaction with staff, and internal users understanding business needs and license types and products. Recommend and support data and metadata backup and recovery solutions.</p>
5%	<p>Provide support to the Web Metrix Unit, serving as IT Administrator for SharePoint and the ETP Website supporting the Technical Operations Branch.</p>
Percentage of Duties 5%	Marginal Functions Perform other dutes as required.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%

Civil Service Classification
Information Technology Specialist (ITS II)

Position Number
281-393-1414-976

Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: <i>Click here to enter text.</i>		
Type of environment: <input checked="" type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION		
Supervision Exercised: N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
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:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	<i>JMB</i>	<i>10/9/2023</i>
Reasonable Accommodation Unit use ONLY (<i>completed after appointment, if needed</i>) 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: <i>Click here to enter text.</i>		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)

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- Provide a copy to the employee
- File original in the supervisor's drop file