

	Current
$\boxtimes$	Proposed

## **POSITION STATEMENT**

1. POSITION INFORMATION							
CIVIL SERVIO	CE CLASSIFICATION:	WORKING TITLE:					
	echnology Specialist (ITS II)						
NAME OF INCUMBENT:		POSITION NUMBER:					
OFOTION/UN	IT.	281-393-1414-976					
SECTION/UNIT:		SUPERVISOR'S NAME: Tara Armstrong					
Technology Website Management Unit DIVISION:		SUPERVISOR'S CLASSIFICATION:					
Sacramento C	Central Office	CEA A					
BRANCH:		REVISION DATE:					
Employment	Training Panel	6/9/2023					
Duties Based	l on: ⊠ Full Time ☐ Part Time – F	Fraction Demporary – hours					
2. REQUIRE	MENTS OF POSITION						
Check all tha	t apply:						
☐ Conflict of I	nterest Filing (Form 700) Required	☐ Call Center/Counter Environment					
☐ May be Red	quired to Work in Multiple Locations	☐ Requires Fingerprinting & Background Check					
☐ Requires D	MV Pull Notice	☐ Bilingual Fluency (specify below in Description)					
☐ Travel May be Required ☐ Other (specify below in Description)							
Description of Position Requirements (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.):							
Click here to er	nter text.						
3. DUTIES A	ND RESPONSIBILITIES OF POSIT	TION					
Under the dire	ection of the Deputy Director of the Tec	hnical Operations Branch, the Information Technology					
Specialist II is responsible for four main areas: System Administration/ Business Analysis; Contract Tracking/Project Management; IT Procurement; License/Product Management.							
The incumber	at will work on a wide range of the most	t complex existing and future application development					
		inical groups, and manage/ track IT vendors and IT					
contracts pertraining to ETP's Contract Management System (Cal-E-Force), on the Salesforce Software as a							
Services (SaaS) platform.							
The ITS II level holds a depth of experience, leadership, and expertise in these areas.							
Percentage of Duties	Essential Functions						
	System Administration/Business Analy	ysis:					
	The IT Specialist II (ITS II) will perform at a high level in planning, analyzing, designing, developing, and providing maintenance of ETP's IT Management Information System Solution						
currently known as Cal-E-Force. The ITS II will perform duties related to Business Tec Management, IT Project Management, Software Engineering and management, and C Services. Including, but not limited to, Business Analysis and Performance Management Technical Writing, Data Administration, Data Architecture, Database Development, Database Development							
					35%	Administration, Solution Design, and I	T Training.

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	Perform cost-benefit analysis and risk assessments to provide information technology				
	solutions. Provide management and creation of technical artifacts and change management documentation.  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.  The ITS II leads, designs, develops, and implements technology solutions for ETP Contracting				
	System (Cal-E-Force) for system enhancements and upgrades.				
35%	Contract Tracking/Project Management:  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 conjuction 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.  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.  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).  Internally advise, direct, and oversee mission critical information technology and business reengineering projects in support of internal business needs, using human centered design approach.  Inform the CIO/Deputy Director, and on Leadership team apprised of risks and issues that arise.				
10%	Procurement: The ITS II will have an understading 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.  Assist in the development and and creation of InterAgency Agreements for custmomers in the Cal-E-Force plafform.				
10%	License/Product Management: 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.				
5%	Provide support to the Web Metrix Unit, serving as IT Administrator for SharePoint and the ETP Website supporting the Technical Operations Branch.				
Percentage of Duties	Marginal Functions				
5% <b>4. WORK EN</b>	5% Perform other dutes as required.  I. WORK ENVIRONMENT (Choose all that apply)				
Standing: Occ	Standing: Occasionally - activity occurs < 33% Sitting: Continuously - activity occurs > 66%				

#### **Civil Service Classification**

Information Technology Specialist (ITS II)

### **Position Number**

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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: Click here to enter text.							
Type of environment:							
	⊠ High Rise ⊠ Cubicle □ Warehouse □ Outdoors □ Other:						
Interaction with customers:							
· ·	•	work at a public counter					
<ul><li>☒ Required to assist customers on the phone</li><li>☒ R</li><li>☐ Other:</li></ul>	equirea to	assist customers in per	SON				
5. SUPERVISION							
Supervision Exercised: N/A							
6. SIGNATURES							
Employee's Statement:							
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have							
received a copy of the Position Statement.							
Employee's Name:							
Employee's Signature:	Dat	e:					
Supervisor's Statement:  I have reviewed the duties and responsibilities of this	nosition a	and have provided a con	ny of the Position				
Statement to the employee.	position c	ina nave provided a cop	by of the Fosition				
Supervisor's Name:							
Supervisor's Signature:	Dat	e:					
7. HRSD USE ONLY							
Personnel Management Group (PMG) Approval			_				
☑ Duties meet class specification and allocation guid		PMG Analyst initials	Date approved				
☐ Exceptional allocation, 625 on file.		GMB	10/9/2023				
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)							
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:							
Click here to enter text.							

**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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Information Technology Specialist (ITS II)

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