



DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Specialized Systems Development	POSITION NUMBER	300-911-1402-XXX
CLASSIFICATION	Information Technology Specialist I		

SCOPE

Under the direction of the Information Technology Manager I (ITM I) and Information Technology Specialist II (ITS II), the incumbent Project Manager/Business Analyst may perform a wide variety of tasks requiring innovative problem-solving in all aspects of project management and business analysis within broadly stated and non-specific guidelines. The IT Specialist I (ITS I) independently plans, organizes, and manages information technology (IT) projects throughout the Project Management Lifecycle (PMLC) as defined by the California Project Management Framework (CA-PMF).

ESSENTIAL FUNCTIONS

40%	<p>Information Technology Project Management:</p> <ul style="list-style-type: none"> • Manage or oversee all aspects of one or more projects, including people, resources, and schedules. • Define the scope of each project in collaboration with stakeholders and management. • Apply industry standards, concepts, principles, guidelines, methods, practices, and processes prescribed by the California Project Management Framework (CA-PMF), Project Management Institute (PMI), California Project Approval Lifecycle (PAL), and State policies to manage multiple projects simultaneously throughout all phases of the Project Management and System Development Lifecycles. • Monitor and track project progress (and adjust as needed) to ensure that all project deliverables are delivered on time, within budget and scope, and at the required level of quality. • Proactively identify and manage issues and risks through avoidance, mitigation, and development of contingency plans. • Create detailed work plans which identify and sequence the activities needed to successfully complete each project. • Develop schedules for project completion that effectively allocate resources to all project activities. • Develop and sustain cooperative working relationships with project stakeholders through all project phases. • Ensure adherence to quality control, IT security standards, and accessibility guidelines. • Document business processes or operational activities, lessons learned, and all other relevant project documentation. • Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures. • Prepare project status reports by collecting, analyzing, and summarizing information and trends. • Review the quality of the work completed by the project team on a regular basis to ensure that it meets established standards. • Monitor compliance with established plans, schedules, and directives. • Keep abreast of changes in industry practices, technology trends, and emerging technology trends by reviewing current literature, talking with colleagues, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences.
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	<ul style="list-style-type: none"> • Develop and maintain IT project and portfolio management policies, procedures, standards, guidelines, and tools. • Other duties as required.
35%	<p>Business Technology Management:</p> <ul style="list-style-type: none"> • Perform the full range of Business Analyst (BA) activities including but not limited to business process re-engineering, requirements elicitation and management, and system and user acceptance testing to ensure the delivered solution fulfills the business goals and objectives. • Analyze, develop, and document business and technical requirements for technology solutions. • Analyze, develop, and document business processes utilizing industry best practices and standard methodologies. • Formulate business cases, feasibility studies and research analysis reports related to technology endeavors. • Provide IT consultation to the business community to support business programs. • Collaborate with the business community to maintain an IT Project Portfolio that supports strategic and tactical business objectives. • Create, update, and maintain project documentation as needed throughout the duration of the project. • Perform analyses on intake requests, proposed solutions, internal processes, workloads, and program operations to identify and assess issues, problems, and opportunities. • Apply industry standards, concepts, principles, guidelines, methods, practices, and processes prescribed by the International Institute of Business Analysis (IIBA) and State policies throughout all project phases. • Other duties as required.
10%	<p>Software Engineering:</p> <ul style="list-style-type: none"> • Perform software product deployment and release management activities. • Define software solutions using specification development industry standards and methodologies. • Gather, review, and document system requirements and specifications to ensure alignment with functional and non-functional requirements. • Develop and maintain software documentation for each phase of the system development lifecycle. • Develop plans to execute IT systems relating to design, coding, testing, defect management, system integration, implementation, and documentation of software components by outlining tasks, and developing timelines and schedules. • Design testing methods, validation procedures, and execution plans to evaluate software functionality. • Execute test plans including testing software systems using test cases and performing defect management. • Develop, update, and implement standards, procedures, and controls to ensure proper installation, configuration, maintenance, security, reliability, and availability of systems/databases. • Other duties as required.
5%	<p>System Engineering:</p> <ul style="list-style-type: none"> • Advise, create, or participate in the design of new system architecture, standards, and methods to support organizational needs. • Conduct research and perform analysis to recommend system upgrades, cost-effective solutions, and process improvements to meet current and future needs. • Consult with stakeholders to identify infrastructure system requirements and recommend technology, hardware, software, and plans installation. • Coordinate system installation, operations, maintenance, repairs, and/or upgrades.

	<ul style="list-style-type: none"> • Contribute to the planning of the overall organizational IT strategy. • Communicate with stakeholders to determine organizational needs. • Other duties as required.
5%	Client Services: <ul style="list-style-type: none"> • Develop, implement, and maintain training. • Other duties as required.
5%	Information Security Engineering: <ul style="list-style-type: none"> • Categorize the information system and the information processed, stored, and transmitted by that system. • Other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to have broad knowledge of information technology governance principles and guidelines to support decision making; knowledge of complex business processes and systems; exercise a high degree of initiative; independence of action and originality; demonstrate tact and good independent judgment; communicate effectively; develop and maintain effective and cooperative working relationships; easily adapt to changing priorities; work as part of a team; able to work under pressure to meet stringent deadlines; and maintain regular, consistent, and predictable attendance.

All knowledge and abilities of the Information Technology Associate classification; and

Knowledge of: 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: Formulate and recommend policies and procedures; 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, 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.

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.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
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I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	