



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	IS - ESD	POSITION NUMBER	300-915-1402-003
CLASSIFICATION	Information Technology Specialist I		

SCOPE

Under the direction of the Enterprise Systems Development manager, the incumbent may perform a wide variety of tasks requiring regular innovative problem-solving within broadly stated and non-specific guidelines. The scope typically includes multiple program areas, and involves planning, developing, and implementing technological solutions that are essential to the missions of the overall organization, or affecting large numbers of people on a long-term or continuous basis in one or more of the Business Technology Management, Client Services, Information Security Engineering, Information Technology Project Management, Software Engineering, or System Engineering domains.

The Information Specialist I demonstrates full competence in a specialized analytical role at this level of proficiency. The Specialist I takes technical accountability for work done and decisions taken. The ability to give technical or team leadership is demonstrated with a high degree of technical versatility and broad industry knowledge. Work performed at the Information Specialist I level involves isolating and defining unknown conditions, using technologies to resolve critical problems, and developing new application of existing technologies. Work performed at the Information Specialist I level affects the work of other experts, the development of major aspects of technology projects, programs or missions, or the products and services of substantial numbers of users.

ESSENTIAL FUNCTIONS

50%	Web Design and Development: <ul style="list-style-type: none"> Define and design solutions related to web development using industry standards and methodologies. Develop dynamic web content utilizing modern technologies. Design, develop, and implement web sites that adheres to organizational enterprise architecture ensuring secure, reliable, and accessible solutions. Develop and maintain documentation for each phase of the systems development life cycle to ensure maintainability. Develop and maintain product documentation. Develop, update, and implement standards, procedures, and controls to ensure proper installation, configuration, maintenance, security, reliability, and availability of systems/databases. Assure that web pages and documents posted on websites meet accessibility requirements per AB434 and remediated them and/or assists units in remediation. Other job-related duties as required.
25%	Multimedia and Print Production: <ul style="list-style-type: none"> Assist business units in creating graphs, charts, and other illustrative materials for both online presentations. Design graphics, logos, illustrations, icons. Perform image processing tasks for online presentation. Shoot, edit and post videos. Other job-related duties as required.

10%	Business Technology Management: <ul style="list-style-type: none"> • Formulate business cases, feasibility studies and research analysis reports related to Intranet and Internet solutions. • Provide consultation to business community to support business programs as related to internet/intranet presence. • Coordinate and consult with users, administrators, and engineers to identify business and technical requirements for proposed system modifications or technology requirements. • Other job-related duties as required.
10%	Information Technology Project Management: <ul style="list-style-type: none"> • Monitor or track project milestones and deliverables to ensure that the project deliverables are on time, within budget and at the required level of quality. • Apply industry standards, principles, methods, and techniques to manage a project through all phases of the Project Management and System Development Life Cycles. • Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project. • Define the scope of the project in collaboration with senior management. • Develop a schedule for project completion that effectively allocates the resources to the activities. • Document lessons learned and Post Implementation Evaluation Reports. • Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures. • Lead and/or direct the documentation of business processes or operational activities. • Meet regularly with the project team (state and vendor), project sponsor, project steering committee, governance, directorate, control agencies, and other external stakeholders to review project progress, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities. • Prepare project status reports by collecting, analyzing, and summarizing information and trends. • Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards. • Other job-related duties as required.
5%	Information Security Engineering: <ul style="list-style-type: none"> • Implement best practices to create and maintain secure websites. • Other, job-related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- All knowledge of the Information Technology Associate classification
- Best practices for Web Application Development frameworks
- Web and graphic design
- Online and print publications
- Working knowledge of macOS
- 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

The incumbent is required to possess the following skills and abilities:

- All abilities of the Information Technology Associate classification
- 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
- Assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs
- Excellent written and oral communication skills
- Strong analytical skills and experience resolving complex problems or issues
- Ability to develop and maintain excellent customer service
- Ability to communicate diplomatically and effectively, both orally and in writing
- Ability to develop training materials and conduct customer's training
- Experience working in a team-oriented, collaborative environment
- Experience designing and building static and dynamic HTML websites as well as SharePoint-based sites.
- Ability to conduct unit, system integration, regression, and acceptance testing
- In-depth experience with web development both server-side and front-end logic
- Experience with designing logos, cards, brochures, and other graphic materials for publication and/or electronic distribution
- Experience and proficiency in using Adobe products including, but not limited to Photoshop, InDesign, Premiere Pro, Dreamweaver

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	
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	