

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Associate	<i>Web Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-350-1401-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Enterprise Applications/Web Innovation	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Application Services Division	Information Technology Supervisor II
BRANCH:	REVISION DATE:
Information Technology	2/13/2026
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
<p>Under general supervision of the Information Technology Supervisor II, the Web Analyst works in the Web Technologies Team to perform a variety of tasks in connection with analysis, research, testing, implementation and support of the Employment Development Department's (EDD's) accessibility compliance efforts and public facing web content.</p> <p>The IT Associate is responsible for a definable portion of a project, or client services function and involves working on a piece of a plan or project from beginning to end.</p>	

The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

Percentage of Duties	Essential Functions
25%	Provides automated and manual accessibility testing for Enterprise digital content for Section 508, Americans with Disabilities Act (ADA) and Web Content Accessibility Guidelines compliance. Uses industry standard software, including screen readers, speech recognition, and other manual testing tools to test websites, web applications and non-HTML documents, such as PDF files. Assures accessibility across desktop and mobile platforms. Develops and documents processes for ongoing accessibility testing.
25%	Provides remediation recommendations and solutions to web developers and content creators for accessibility issues at an average complexity level. Coordinates web accessibility issue and remediation tracking, and. Works to build accessibility into web, product and service design processes. Proactively identifies areas of deficiencies or risks and develops solutions to remedy accessibility issues. Advocates accessibility as a key component of modern web design and development to program area content providers. Provides insight and information to project teams on accessibility and compliance to support continuous improvement.
20%	Based on state template releases provided by the California Department of Technology (CDT), architects, develops and implements scalable EDD branded template frameworks for use by all EDD public facing websites and web applications. Adapts the CDT state web template to partner agency websites that the Web Technologies Team (WTT) are responsible for. Uses analytic tools to assess effectiveness of websites supported by the Web Technologies Team. Conducts detailed analysis of business functions with customers to define business needs. Recommends and builds creative and innovative solutions to business and technical problems. Acts as technical lead as needed and interfaces with the Public Affairs Branch on needs and deadlines. Programs and debugs with a thorough understanding of HTML, CSS, .NET, JavaScript, Bootstrap, and Content Management System (CMS) environments. Applies principles of usability and responsive web design at an advanced level
20%	Provides efficient and accurate tier two level technical support to web customers for complex programs. Solves technical problems accurately, clearly answers technical questions, and ensures that systems are executing accurately and efficiently.
Percentage of Duties	Marginal Functions
5%	Performs analysis for the development of policies and standards for websites and web applications. Uses analytic tools, such as Google Analytics, to provide reports about usage and trends of supported websites. Makes recommendations to Public Affairs Branch for improvements to websites.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%

Civil Service Classification
Information Technology Associate

Position Number
280-350-1401-976

Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other:		
Type of Environment: <input 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 type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
None		
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>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file.	CPG Analyst Initials	Date Approved
	nsw	2/20/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <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.</i> List any Reasonable Accommodations made:		

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