

Position Details**Classification:**

Information Technology Specialist II

Office:

Information Technology

Working Title:

Senior Business Analyst

Location:

Sacramento

Position Number:

311-460-1414-901

HR Approval Date/Initials:

06/08/2026 FAY

**CBID/Bargaining
Unit:** R01**Work Week
Group:** E**Tenure:**
Permanent**Time Base:**
Full-Time**Job Description Summary**

Under the general direction of the Information Technology (IT) Portfolio Manager, an IT Manager I of the California High-Speed Rail Authority (Authority), the IT Specialist II (Senior Business Analyst) is responsible for performing a variety of complex analytical activities and supporting the delivery of IT solutions to the Authority. The incumbent will combine complex analysis for business needs with project management tasks for highly complex projects. This is accomplished through advanced expertise in business systems analysis techniques, Software Development Life Cycle (SDLC) and Project Management Life Cycle (PML) practices, and leveraging best practices and thoughtful analysis to bridge business needs with technology. The incumbent works with cross-functional teams across diverse business areas to analyze evolving business needs, perform strategic assessments, document processes, and capture detailed business requirements. The Senior Business Analyst is responsible for leading concurrent efforts while making critical decisions and delivering results in a fast-paced environment. The incumbent may directly manage IT projects of varying complexity and/or provide oversight of IT projects led by other state or contracted staff.

The following IT Domains are applicable to the incumbent's duties/tasks:

- | | |
|--|---|
| ☒ Business Technology Management | ☒ Information Technology Project Management |
| ☐ Client Services | ☒ Software Engineering |
| ☐ Information Security Engineering | ☐ System Engineering |

Duties

Percentage

Essential (E)/Marginal (M)

40% (E) Analysis and Research

- Evaluates complex business processes, anticipates requirements, identifies areas for improvement, and develops solutions.

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- Analyzes and communicates stakeholders needs by translating business and/or functional requirements into technical requirements.
- Provides critical analysis by documenting existing internal business processes (As-Is Processes).
- Analyzes improvement opportunities and develops revised business processes (To-Be Processes).
- Manages and tracks the status of requirements throughout the project lifecycle.
- Develops specifications, diagrams, and flowcharts.
- Conducts interviews to gather customer requirements via workshops, questionnaires, surveys, workflow storyboards, use cases, scenarios, and other methods.
- Acts as a liaison between business programs and IT. Works with program partners to identify business problems or opportunities and with project and technical teams to identify solutions.
- Assists users with translating user requirements into feasible options and communicates back to business stakeholders.
- Performs market research to identify available products, analyze solutions, and develop recommendations using industry-standard methodologies.
- Performs ad hoc research and analysis to address issues identified by end users and IT.
- Implements strategic initiatives and continuous process improvement.
- Schedules and facilitates discussions to support research on products, technology trends, and best practices using industry-standard methodologies.

20% (E) **Project and Portfolio Management**

- Performs all aspects of project management for IT projects of varying sizes and complexity, following state and Authority standards and industry best practices.
- Manages projects from initiation to completion, adhering to PML and SDLC best practices.
- Manages, monitors, and controls IT project schedule and scope, ensuring the development and implementation of quality solutions to support business needs.
- Identifies and manages project risks and issues using established risk management processes across all project management phases.
- Supports Agile ceremonies such as sprint planning and retrospectives and promotes continuous improvement through

feedback loops and lessons learned.

- Develops IT Portfolio reports for Authority leadership.

15% (E) **Support IT Project Management Office (PMO)**

- Maintains up-to-date knowledge of state policies, processes, and industry best practices related to IT administration.
- Participates in the development, refinement, and updates of IT project management standards for the enterprise, including templates.
- Participates in planning, information sharing, and visioning for the IT PMO.
- Implements strategic initiatives and supports continuous process improvement.
- Collects metrics, performs project portfolio and risk analysis, and captures lessons learned and improvement opportunities.

15% (E) **Solution Implementation**

- Supports user story mapping and journey workshops to deepen stakeholder engagement and refine solution design.
- Develops, executes, and maintains testing strategies, test plans, test scenarios, and test cases based on product and business requirements.
- Translates business and technical requirements into test cases, test scenarios, and scripts.
- Identifies, communicates, and manages bugs/defects and risks, and provides status updates for management, business partners, and stakeholders.
- Leads functional and product demonstrations for management, business partners, and stakeholders as needed.
- Develops artifacts to support the implementation and enhancement of IT solutions, including documentation related to testing and training.
- Provides end-user support by creating and maintaining user documentation, providing help desk support related to technology changes; and training users.

10% (E) **Other Duties**

- Fosters an environment of teamwork and collaboration, communicates position-related information, and promotes the exchange of ideas through active listening and open discussion.
- Actively participates in team and departmental meetings, training, technology initiatives, or other assignments.

- Maintains up-to-date knowledge of state policies, processes, and industry best practices related to IT administration and the Project Approval Lifecycle (PAL).
- Invests in personal development through continuous education to gain and enhance position-related knowledge.
- Ensures travel is approved and documentation and expense claims are processed in a timely manner.
- Adheres to Authority policies and procedures regarding attendance, leave, and conduct.
- Other IT duties as needed to accomplish the Authority's mission and goals.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information:

Conflict of Interest (COI) – This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Knowledge and Abilities

All knowledge and abilities of the Information Technology Specialist I classification; and

Knowledge of: Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management lifecycle including the State of California project management standards, methodologies, tools, and processes;

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software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards.

Ability to: Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services.

Desirable Qualifications

- Experience working on complex enterprise IT initiatives in a senior technical business analyst capacity.
- Experience conducting research into system issues and available market products.
- Experience facilitating collaboration sessions among various stakeholder groups and driving outcomes.
- Experience with the Microsoft Office Suite, including Word, Excel, PowerPoint, Project, and Visio.
- Experience preparing and producing clear and concise documentation (e.g., user guides, training, test cases, test scenarios, user acceptance test scripts, requirements, business processes, information security policies, processes and procedures, and plans)
- Experience with quality assurance and testing strategies.
- Knowledge of and experience with PML and SDLC.
- Strong knowledge and understanding of business needs, with the ability to establish and maintain a high level of customer trust and confidence.
- Ability to think critically and develop solutions to business problems, project risks, and issues.
- Ability to communicate effectively in a clear and concise manner.
- Ability to meet business needs through innovative solutions while demonstrating a service-oriented, customer relations-sensitive attitude.

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- Ability to establish and maintain cooperative working relationships with all levels of staff and management; communicate effectively with peers, technical teams, executives, external partners, vendors, and other stakeholders.
- Ability to manage multiple high-priority initiatives in a fast-paced achievement-oriented environment and work under pressure to meet deadlines.
- Ability to maintain confidentiality of sensitive tasks, assignments, and information.
- Willingness to work excess hours to achieve business results.
- Display enthusiasm for continuous learning.
- Demonstrate keen attention to detail.

Supervision Exercised Over Others

This level does not supervise but may lead project-related activities.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, and staff at other state agencies. The incumbent must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

At the IT Specialist II level, incumbents are responsible for independent work within business constraints. This level is responsible for recommendations to executives, project decisions, and outputs. As a subject matter expert, this level is responsible for actions that could have a serious detrimental effect on the operating efficiency of the undertaking or function. The consequence of error at the IT Specialist II level may have statewide and enterprise-wide impacts. Consequences include lost funding, project failure, failed business strategies, poor customer service and performance, risk exposure, and loss of business continuity. Consequences also include errors in making decisions or giving advice that would have a serious detrimental effect on the operating efficiency of the undertaking or function.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. The incumbent must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.

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- b. Telework: Part-time telework may be available for this position for California residents based on the requirements of the position.
- c. Travel: Occasional travel to Authority locations in California may be required.
- d. Other: The incumbent may be required to carry a state-issued cell phone and work outside of their regular schedule, as needed, to meet business needs.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the supervisor indicated below who will discuss your concerns with the RA coordinator. If you are unsure whether you require reasonable accommodation, inform the supervisor indicated below who will discuss your concerns with the RA Coordinator.)

Employee Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name:	Signature:	Date: