

STATE OF CALIFORNIA
California Victim Compensation Board
Rev. 09/17



DUTY STATEMENT

EMPLOYEE VACANT		RPA NUMBER / JOB CONTROL 26-091 / JC-528540	
POSITION NUMBER 040-410-1414-xxx	CLASSIFICATION Information Technology Spec II	WORKING TITLE Lead Business Analyst/QA	
DIVISION Information Technology Division	SECTION Application Development Section	CBID R01	WWG 2
WORK DAYS Monday – Friday	WORK HOURS 8 AM – 5 PM	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.

Our mission is to assure the rights of victims of crime by providing responsive financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above 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 Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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DUTY STATEMENT

(REV. 09/17)

RPA 26-091**GENERAL STATEMENT**

Under the general direction of the Application Development Chief (ITM I), the Information Technology Specialist II serves as a highly experienced technical testing lead for the design, development, documentation, testing, implementation, and maintenance of application systems. This position will primarily function within the Software Engineering and Business Technology Management domains.

**% OF TIME
PERFORMING
DUTIES****ESSENTIAL FUNCTIONS**

The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program.

35%

ESSENTIAL FUNCTIONS:**Testing Activities**

- Serve in a lead role on efforts to design, develop, test, deploy, maintain and enhance CalVCB systems and associated applications.
- Responsible for all testing activities and monitoring CalVCB resources.
- Creation and review of test scenarios, and test cases.
- Develop, create, and execute test results, including unit, system, integration, regression, performance, user acceptance, and smoke tests.
- Review and retest defects.
- Monitor and report testing progress against release and project timelines.
- Responsible for core documentation including design and technical reports, plans, testing activities, and resource projections.
- Develop and implement automated regression testing system.

35%

General IT Activities

- Provide leadership, guidance, and direction to staff on a variety of technical and operational issues.
- Set priorities, manage workload, monitor progress, and adjust as necessary.
- Identify issues, alternatives, and recommend appropriate actions.
- Prepare change management requests, provide status reports, review project updates from other technical staff, and communicate project updates.

20%

Business Analysis Activities

- Design, develop and build the operational procedures for all application testing functions.
- Provide pre- and post- implementation planning and support. Identify issues; evaluate resources, establish goals and objectives.
- Establish and follow processes for release to production and develop scripts to automate routine administration tasks.
- Analyze application performance and identify areas of improvement, provide options and technical recommendations.

10%

Cross Functional Activities

- Participate in requirements reviews, code reviews, test plan development, and other aspects of the development lifecycle.

DUTY STATEMENT

(REV. 09/17)

RPA 26-091

- Invest in personal development through ongoing continuous research and education to maintain position related knowledge in the information technology field with emphasis on cross-training and knowledge transfer within CalVCB IT.
- Facilitate cross work and cross training with other IT sections and personnel as required.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS

- Proficiency in Business Analysis and system design concepts
- Proficiency in gathering requirements and developing detailed requirements and design documents.
- Experience in the practical application of techniques and process from the Business Analysis Book of Knowledge (BA-BOK).
- Experience working with Microsoft Team Foundation System (TFS) or similar ticketing and work tracking systems.
- Experience with SQL or T-SQL commands.
- Experience in analyzing data in Microsoft Excel, Microsoft Access, or similar tools.
- Experience in ETL and data migration processes.
- Experience with data migration using SSIS or SQL Scripts.
- Development of functional requirements using system development life cycle (SDLC) best practices.
- Project management concepts, terms, and methodologies.
- Technical report writing, research, and analysis.
- Knowledge of functional and technical requirements and system design concepts.
- The role and responsibility of various sections within an IT organization.
- The role and responsibility of various State control agencies.
- View and describe technical situations from a business perspective.
- Influence, motivate, persuade, and lead individuals or groups.

PERSONAL CHARACTERISTICS and EXPECTATIONS

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle multiple deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.