



POSITION DUTY STATEMENT

Division: Information Systems Division	Classification Title: 1402 Information Technology Specialist I
Branch: Enterprise Applications Branch	Working Title: IT Analyst
Unit: Enterprise Applications Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 717-1402-075	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This 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 appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved: 02/22/2023

Direction Statement and General Description of Duties: Under direction of the Information Manager I, the Information Technology Specialist I (ITS I) performs duties related to Business Technology Management, IT Project Management, and Software Engineering including, but not limited to, Technical Writing, Communications Management, and Software Development.	
Percentage and Essential/Marginal Functions:	
35%	Analytical Role (E) Gathers, organizes, evaluates, documents, and reports on complex information technology solutions, and recommends detailed improvements during the System



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	Development Life Cycle (SDLC) phases. Analyzes, identifies and develops requirements/specifications based on business requirements. Identifies and develops print/report requirements/specifications based on business requirements. Identifies and develops common functions and global functions. Utilizes industry standard tools to create/execute requirement management, defect management, test management, data management, etc. Reviews and analyzes requirements and business problems to determine appropriateness for automated solutions, including problem definition, development and recommendations of detailed alternative solutions, costs and comparisons, and recommendations for system solutions and process improvements. Actively participates in the design of automated processing systems to resolve business problems related to mainframe and web applications, print documents, and reports utilizing departmental and industry standard usability methods, as applicable. Participates in the development and maintenance of standards, related to the unit, and makes recommendations for improvement. Creates new systems and/or revises existing systems requirements specification documents with a complex technical focus on mainframe/web-application reports and printouts specification.
25%	Lead Role (E) Act as a project leader on complex projects for information technology system development. Actively participate in the layout and design for display screens & web pages, develop mock-ups, report formats, models, diagrams, flow charts, etc. that represent and communicate all findings to both business and technical decision groups at all levels. Leads and/or participates in Joint Requirements Definition sessions to define new and changed requirements, Joint Application Development sessions to develop technical specification requirements, design, and performs gap analysis in similar type facilitated sessions for problem definition, solution analysis, and recommendations to management. Assists and trains other team members in integration testing. Works with other analysts and developers to identify the cause of defects for resolution.
20%	Tester Role (E) Creates, retrieves, and/or clones records to execute test scripts, report defects and document all phases utilizing manual and/or automated repository industry standard tools for mainframe and/or web applications. Reviews test results ensuring all phases confirm to specified project requirements, specifications and business needs. Creates traceability matrix to business, functional and testing requirements are applied. Reviews deliverable package identifications, elements and element types to ensure integrity of each release.
15%	Communication (E)



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	Actively communicates and collaborates with external and/or internal stakeholders throughout the SDLC. Coordinates the development and implementation of projects with the developers, testers, analysts, project consultants, data center technical groups, and other technical staff ensuring the complexity of ideas for each group is accurately represented and understood. Prepares presentations, documents and provides detailed reports to all groups on communications and agreements to include project status through all phases.
5%	Other Duties (M) Performs other duties job-related as required.

Supervision Received: The Information Technology Specialist I works under direction of the Information Systems
IT Manager I.

Supervision Exercised and Staff Numbers: None

Physical Requirements: Will be sitting for long periods of time. Will be accessing a computer and typing for long periods of time

Special Requirements: Comply with security policies and procedures established by the data owners and the Information Security Officer. Implement the technical means to preserve the integrity and security of the department's information assets and manage the risks associated with those assets. Advise the data owners and the Information Security Officer of control vulnerabilities and recommendations for alternatives that enhance data security and integrity for existing and developing systems.

Personal Contacts: Will interact with internal and external staff by phone, email, and in person. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the 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 you may need to request reasonable



DEPARTMENT OF MOTOR VEHICLES
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accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



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Supervision Received:



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Physical Requirements:
Special Requirements:
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