

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name Proposed	Division Technology Services Division		
Position No / Agency-Unit-Class-Serial 461-102-1401-002	Unit IT Business Management Section/Business Analytics Unit		
Class Title Information Technology Associate Working title: IT Business Management Analyst	Location DSH-Sacramento		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID R01	Work Week Group: 2	Pay Differential
Other			
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the general supervision of the IT Supervisor II, the Information Technology Associate works to provide a wide variety of tasks requiring occasional innovative problem-solving within guidelines and a scope that may encompass one or more functions or processes. The primary duties of the IT Associate lie within the Business Technology Management domain of the IT Associate classification. This includes elements such as: IT policy and program development, IT portfolio management, IT procurement, process reengineering, business analysis, research and development, strategic planning, product and/or delivery strategy. This position required advanced Microsoft Excel experience.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%.		
45%	IT Intake, Governance, Procurement and Analysis: • Review a dashboard to conduct analysis on IT initiatives received through intake, triage to the appropriate business teams, and correctly update source documents and systems. • Validate IT procurement request documentation (i.e. 1152/2009IT, Statement of Work, Quotes, regulatory and DSH requirements) and verify the funding source. • Work with business and technical teams to research appropriate solutions for an IT initiative. • Schedule and facilitate meetings related to IT initiatives received through intake. Review and manage IT procurement and purchasing activities. • Perform other IT project planning activities as needed and directed by management (e.g., analyze policy issues, prepare issue papers, provide guidance to departmental staff, and develop work plans).		

20%	Maintain alignment between the TSD IT Budget and the IT Project Portfolio. Ensure that all IT initiatives and procurements are recorded and tracked in compliance with TSD's governance, project intake, and fiscal oversight processes. • Work with stakeholders to gather information for the implementation, maintenance, and reporting of the department's IT budget. • Assist in the development of budget strategies to fund various IT projects and IT procurement needs. • Track updates about IT initiatives, IT procurement in the appropriate applications. • Prepare information from applications to develop various reports for management.
15%	Act as a liaison between departmental teams to understand processes and procedures, to document and develop business analysis artifacts for IT initiatives. • Meet with stakeholders to develop, and document business process flows and use cases. • Develop user manuals. • Provide user training based on business analysis artifacts (i.e. process flows, use cases, etc.). • Act as the subject matter expert for assigned IT initiatives.
15%	Perform less complex business analysis and assist in providing oversight for specified lower-level project processes and products. • Identify business requirements, fiscal analysis, and report-writing (i.e. CA-PMF documentation writing S1BA, S2AA, S3SD, S4PRA, and use cases or equivalent). • Conduct analytical studies and activities on software systems by working with stakeholders. • Ensure project documentation is updated in the project and portfolio management system. Provide reports to management, as needed.
5%	Perform other Information Technology Associate job-related work as requested by management.
Working Conditions	This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel up to 10% throughout California as needed, with prior notice. Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required. Incumbent

	may be required to sit for long periods of time using a keyboard and video display terminal or when traveling to other locations; travel may be required to DSH facilities. If incumbent will be working out of one of the hospitals, the incumbent will be required to have clearances of Live Scan and Medical Evaluation prior to being hired.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. TSD will have access to and responsibility for the protection of very sensitive and confidential information and protected health information. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The incumbent must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally; and must be able to work independently. The incumbent must be able to create/proactively support a work environment that encourages creative thinking and innovation; understand the importance of good customer services and be willing to develop productive partnerships with managers, supervisors, other employees, and control agencies and other departments. TSD plays a significant role in ensuring continuity and quality of DSH's and its hospitals and psychiatric programs delivery of services and patient care through the delivery of highly effective IT service delivery systems. Consequence of error may result in minor to major IT service unavailability or ineffectiveness, causing direct impacts to the delivery of care to DSH patients. A required function of this position is to consistently provide exceptional customer service to internal and external customers. <u>Statement of Economic Interests / Form 700 Requirements:</u> The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive

reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

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 Office of Human Rights).

Employee's Signature

Date

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

Supervisor's Signature

Date