



POSITION DUTY STATEMENT

Division: Information Systems Division	Classification Title: 5157 Analyst I
Branch: Infrastructure Branch	Working Title: Scrum & Workflow Analyst
Unit: Infrastructure Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 710-5157-004	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: 2	Date Approved: 09/11/2026

Direction Statement and General Description of Duties: Under the supervision of the IT Manager I, the Analyst I serves as a Scrum & Workflow Analyst supporting project teams within the Information Systems Division, Infrastructure Branch. The incumbent performs analytical duties related to documenting business workflows, writing user stories, supporting Agile ceremonies, and coordinating with program areas to ensure business needs are accurately captured and translated into actionable work items. This position is non-technical, focusing on business analysis, process improvement, and team coordination.	
Percentage and Essential/Marginal Functions:	
40%	Scrum & Team Support (E)



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	Performs analysis and collects data from documents, databases, and stakeholders to support program operations. Applies basic analytical skills to review and interpret statutes, regulations, and policies under supervision. Prepares draft summaries and charts using standard tools (e.g., Excel, SharePoint) to organize and present information clearly.
35%	Business Process & Workflow Documentation (E) Analyzes and documents current and future business processes through subject matter expert interviews. Follows department guidelines to maintain consistency and clarity in documentation. Highlights routine inefficiencies and suggests simple improvements for team review.
15%	User Story & Acceptance Criteria Development (E) Analyzes business requirement by drafting basic user stories and acceptance criteria under guidance. Collaborates with stakeholders to clarify business rules and collect feedback. Updates documentation to reflect stakeholder input and ensure alignment with project needs
10%	Additional Duties (M) Prepares reports, meeting summaries, and project documentation as needed. Assists with creating onboarding materials, preparing training documentation, and communicating with various levels of stakeholders within the organization. Performs other duties as assigned to support unit and division objectives.

Supervision Received: The analyst will be under supervision of the IT Manager I.

Supervision Exercised and Staff Numbers: none

Physical Requirements: The incumbent performs work indoors in a climate-controlled environment under artificial lighting.

Special Requirements:



DEPARTMENT OF MOTOR VEHICLES
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710-5157-004

Personal Contacts:

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 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