



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Information Technology Specialist I

Working Title: Business Analyst

Position Number: 535-210-1402-005

Division/Branch or Office: Administrative and Financial Management Services Division / Information Technology Services Branch / Applications Deployment Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: September 24, 2026

Conflict of Interest (COI): ☒ Yes ☐ No

If yes, 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, which identifies pertinent personal financial information.

Job Description

Under general direction of the Applications Deployment Office (ADO) Manager, the incumbent performs complex information technology (IT) business analysis, Agile Scrum Master, testing, and project management functions to ensure the effective management of IT projects. The incumbent must have knowledge of business analysis principles, Agile/Scrum methodologies, software testing practices, and project management methodologies including the Systems Development Life Cycle (SDLC), and will work collaboratively with business owners, product owners, project teams, and technical staff throughout all phases of the project life cycle.

Essential Duties

30% Performs complex business analysis for IT projects supporting all energy program divisions and small offices. This includes identifying business requirements, fiscal analysis, and report-writing (for example, project charters, business requirements documents, functional specifications, and use cases). Develops Agile user stories, epics, and acceptance criteria to translate business requirements into clear, actionable, and testable development tasks for the product backlog. Works collaboratively with business owners and technical staff throughout the concept and initiation stages of the project life cycle, setting the groundwork for open communication and emphasis on meeting desired project goals. Serves as the technical specialist performing complex analytical studies and activities on systems. Leads efforts to develop business cases in support of new projects and works with business and technical staff

to gather and document functional and system specifications to identify potential process and technology changes or opportunities to enhance or better utilize existing functionality of complex technology systems.

- 25% Acts as Agile Scrum Master and project manager on small or medium projects, or as assistant project manager on larger projects. Facilitates Agile ceremonies, including sprint planning, daily stand-ups, sprint reviews, and retrospectives. Maintains and helps prioritize the product backlog in collaboration with the product owner and development team, and coaches the team on Agile/Scrum principles and practices. Removes impediments and fosters a self-organizing, collaborative, high-performing team environment. Responsible for planning, coordinating, directing, and managing the development and implementation of the solution, including budgets, cost tracking, schedules, resources, process flow diagrams, use cases, and timelines through all phases of the project. Follows the Commission's project management methodology and systems development life cycle methodologies and is responsible for the related project artifacts. Responsible for monitoring and controlling projects and providing regular project status reports. Develops and effectively manages a risk management plan, including risk identification, assessments, risk responses and related strategies, monitoring, communication, and escalation. Actively identifies and resolves project issues. Works collaboratively with outside vendors, analysts, and staff from other business areas throughout the project.
- 15% Performs testing responsibilities for IT projects. Develops test plans and test cases based on business requirements and Agile acceptance criteria. Coordinates and conducts functional, regression, and user acceptance testing (UAT) with business owners and end users. Identifies, documents, and tracks defects through resolution, working with technical staff to verify fixes and retest as needed. Validates that delivered solutions meet business requirements and acceptance criteria prior to release, and documents test results and testing artifacts in accordance with the Commission's project management and SDLC methodologies.
- 15% Provides oversight for specified project processes and products. Ensure statewide project and portfolio management policies and IT governance standards are being adhered to. Works collaboratively with other project leaders to identify and plan for dependencies among portfolio projects. Ensures project documentation is up to date in the project and portfolio management system. Provides management reports as needed. Supports the continuous improvement of project management methodology, templates, and related processes.
- 10% Communicates effectively via phone or email with the customer, ITS Branch managers and vendor(s). Documents and tracks all accomplishments, work in progress, and issues related to daily work. Continue to develop business analysis and technical skills by attending training, studying manuals and publications, and attending user groups, vendor fairs, and conferences. Performs other business analysis, project, analytical, and technical duties as required and consistent with the specification of this classification.

Marginal Duties

- 5% Performs other duties as required, consistent with the specifications of the classification.



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Knowledge, Skills, and Abilities

Knowledge of: Principles, techniques, and procedures related to the delivery of information technology services; the System Development Lifecycle including the associated methodologies, tools, and processes; the organization's business processes and procedures; education tools and techniques; performance monitoring tools and techniques; and data administration techniques and best practices. Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Skill in: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____