State of California
DUTY STATEMENT
CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: 26-091	Classification Title: Information Technology Specialist I	Position Number: 835-361-1402-004
Incumbent Name: Vacant	Working Title: Information Technology Specialist I	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/IT	Section/Unit: Web and Software Development Section/Software Project Management Unit	Reporting Location: Sacramento
Supervisor's Name: Vacant	Supervisor's Classification: IT Supervisor II	CBID: R01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	**Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:
Under direction of the IT Supervisor II who manages the Software Project Management Unit, the incumbent acts as a project manager and lead business analyst regarding the development and/or implement of COTS and custom applications, systems and/or tools. Applies industry standards, methodologies, principals, and techniques of business analysis and project management to lead teams of analysts and developers in the design, implementation, testing, deployment, maintenance, and documentation of IT solutions for CalRecycle staff and program participants.

The incumbent will be partnered with technical staff and will utilize common office productivity applications and specialized software developer tools as part of their primary job function. The incumbent will be required to communicate ideas and concepts effectively verbally and in writing to technical and non-technical staff and management. The majority of duties for this position fall under the IT Project Management, Software Engineering, and Business Technology Management domains.

Essential Functions (including percentage of time):

50% **Project Management**

As the project manager, apply industry standards, Project Management Body of Knowledge (PMBOK) principles, methods, and techniques to manage all aspects of single or multiple projects ranging in complexity based on business and technical factors, through all phases of the project management and System Development Life Cycle (SDLC), including people, resources, and schedules. Ensure efficient and effective delivery of CalRecycle's IT services or COTS systems, applications, or tools by defining the scope of the project in collaboration with senior management and by developing and sustaining cooperative working relationships with project stakeholders through all project phases. Meet regularly with the project team (state and vendor), project sponsor, project steering committee, governance, directorate, control agencies, and other external stakeholders to review project progress, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities. Lead and/or direct the documentation of business processes or operational activities.

Develop and manage project management documentation or reports including, project charters, schedules, risk registers, issue logs, project management plans (PMP), work breakdown schedules (WBS), communication and RACI matrices, perform communication, stakeholder, risk, and quality management, etc., to include effectively allocating resources to the activities of the project. Monitor and track project milestones and deliverables to ensure that the project deliverables are on time, within budget and at the required level of quality. Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards. Ensure execution of and compliance with change control processes. Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures. Prepare project status reports by collecting, analyzing, and summarizing information and trends. Perform project closing functions including lessons learned and post implementation reports. Maintain the tools that serves as the central repository for all project documentation and as a communication tool for the project team and clients.

40% **Business Analysis:** Investigation, Analysis, and Design

Incumbent will perform analysis on CalRecycle's IT services or COTS systems, applications, tools, or enhancements, processes, workloads, and operational services, and communicate with internal (CalRecycle) and external (program participants) to identify issues, problems, and opportunities. Perform research related to technology trends and best practices, using industry-standard methodologies to perform analysis. Work with project manager, technical/non-technical staff, and management to research or identify proposed solutions. Research to include performing or developing feasibility studies/market analysis, SWOT analysis, estimated costs, and resources.

Ensure efficient and effective delivery/development of CalRecycle's IT services or COTS system, applications, tools, or enhancements through accurate application of CalRecycle coding and security standards and requirements fulfillment. Perform business requirements gathering, documentation, analysis, prioritization, and measurement; and support the design, testing, and deployment of custom reports, tools, and databases to fulfill those requirements. Ensure project scope is maintained by mapping business requirements to the design of reports and tools; track the design of complex pages, database structures, logic, and queries. Ensure accurate functionality and adherence to business requirements by coordinating with technical staff to develop and track entity relationship diagrams, website diagrams, design and coding of the most complex pages, code debugging, code refactoring, integration of existing code bases, and testing of completed pages. Work with the solution architect, technical leads and the database administrator to develop and refine database designs and integrate databases into the department's overall data management structure.

Produce technical documentation to support the understanding and use of CalRecycle's IT services or COTS system, application, tools, or enhancements. Documentation can include online help and manuals (system, end-user, and training), business requirements documents (BRD), user stories, test plans, page mockups, phase review reports, system/application/web/data/user diagrams, project status reports, post implementation reports, etc. Develop, catalogue, and track test scripts to test completed content for correct functionality. Perform additional analysis as necessary to clarify/refine requirements and/or evaluate possible scope changes. Coordinate and participate in internal (IT staff) and user acceptance testing (UAT). Provide analysis of CalRecycle software application user activity, detection of reporting trends, and suggest remediation where process weaknesses are detected.

Document and ensure bugs are addressed promptly, and collaborate with the required IT Services unit manager(s) to acquire needed resources to fulfill service or solution request.

Keep project manager, program, ITS management informed regarding project status and issues. Maintain the tools that serves as the central repository for all documentation and as a communication tool for the teams and clients. Work with other project managers to ensure appropriate consistency in project management methodology, documentation, and communication.

Marginal Functions (Including a percentage of the time):

5% **Other Duties.** Other duties as required including but not limited to: Provide basic technical assistance to program staff on web-related issues, CalRecycle-managed software applications, office productivity software, and hardware. Occasionally provide or participate in providing brief presentations on technical topics to IT staff. Develop documentation, prepare reports, studies, and issue papers.

5% **Continuing Education.** Assure that knowledge, skills, and technical competencies are kept up to date through training, research, and self-study.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):
☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

Incumbent: Vacant
Classification: Information Technology Specialist I
Position Number: 835-361-1402-004

Supervisor Statement

I certify this duty statement represents 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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date