Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: IT Specialist I	Position Number: 673-860-1402-005
Incumbent Name: Vacant	Working Title: Business Analyst	Effective Date: 10/5/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Information Services	Section/Unit: Project Management Office	Reporting Location: HQ
Supervisor's Name: Kay Singh	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		

General Statement

The Project Management Office (PMO) is responsible for leading the most complex California Air Resources Board (CARB) Information Technology (IT) projects. PMO manages an average of more than $100 million in IT projects each year and promotes the use of standardized project management methodologies and best practices throughout the organization. In addition, PMO plans, controls, and executes CARB's application development and system integration projects, ensuring that CARB complies with California Department of Technology's (CDT) policies and requirements. The PMO is also responsible for best practices in project organizational change management, lean processes, and budget management.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under direction of the IT Supervisor II of the Business Analysis Section (BAS), the IT Specialist I will work as an IT Business Analyst (BA) in CARB's IT PMO/BAS. The IT Specialist I will work closely with IT and program staff and will lead complex IT projects and provide expert advice, mentoring, consultation, guidance and collaboration on application development projects. The IT Specialist I will work with other CARB Project Managers (PM) to develop standards and provide oversight for IT

application development projects that affect CARB. In addition, the IT Specialist I will aid CARB in complying with CDT reporting requirements by developing and maintaining required project documents and applying PM methodology in support of projects and efforts. The IT Specialist I will also support OIS compliance with California Statewide Information Management Manual (SIMM) requirements.

The IT Specialist I will conduct business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customers' expectations. Further, the IT Specialist I must communicate effectively, be well-organized, and be able to track and complete multiple assignments concurrently, while establishing and maintaining professional relationships with internal/external customers, including management, executives, CARB end users, peers, vendors, other government entities, etc. When handling confidential personnel and/or business data, the IT Specialist I must maintain confidentiality.

INFORMATION TECHNOLOGY DOMAINS:

☒ Business Technology Management
☐ Information Security Engineering
☒ IT Project Management
☐ Software Engineering
☐ Client Services
☐ System Engineering

% of Time	Essential Functions
40%	Business Analyst: • Performs Business Analyst tasks to lead collaborative efforts with program staff, web developers, and system architects, and other organizational groups as needed to gather, analyze, write clear and complete business and/or system requirements and related documentation, as well as facilitate customer communication. • Conduct requirements gathering workshops or other events that require customer (program staff and project stakeholders) and developer interaction to learn user needs, system requirements, diagram potential designs, and negotiate realistic, testable requirements/user stories for development. Translates technical issues into laymen's terms and communicates with subject matter experts and application developers to ensure business and developer needs are understood and met to achieve the agreed-upon product. • Documents requirements/user stories and use case diagrams and use cases in Azure DevOps. Translates requirements into functionality that developers can understand and interprets developers' questions into language the stakeholders can understand. Works with the customer to ensure change requests are clearly and comprehensively documented for development and testing. Supports the PM in an effort to deliver high-

	quality changes to production applications and reports and may assist in coordinating the smooth and timely release of the final product. • Assist the PM in Project Initiation and Project Planning activities • Facilitate Project Approval Lifecycle (PAL) tasks and activities • Identify the target audience. • Document the high-level goals of the project. • Validate and finalize the concept with the program stakeholders. • Conduct interviews, workshops, and meetings to gather detailed functional and business requirements. • Develop processes to understand current workflows and identify areas for improvement. • Work with IT teams to design solutions that meet business needs. • Create use cases, user stories and Acceptance Criteria to guide implementation of the project solution. • Maintain Requirements and Testing Artifacts in Azure DevOps. • Maintain requirements traceability in Azure DevOps (ADO).
35%	Tester: • Performs Unit and other types of tests to validate the accuracy of applications and reports in development. Leads, coordinates, trains, and assists customer-testers during User Acceptance Testing. Creates test plans and scripts from user stories/requirements and performs testing in accordance with the Agile or Waterfall application development sequence. May use ADO as a test tool and report test results in ADO. Uses ADO to produce traceability matrices that validate each requirement's testing. • Conduct and participate in system testing. Provide oversight as needed. • Validate system test results to ensure the solution meets the business needs. • Lead and provide oversight for User Acceptance Testing (UAT) activities.
15%	Trains staff on the use of complex IT systems so that users can participate in testing and operations of developed systems. Develop training materials and user guides. Facilitate training sessions to end users on use of new system or application. Provides training in best practices for business modeling. This training includes helping program and IT staff document their business processes in swim lanes, or other flowcharts or visual elements to define process flows.

% of Time	Marginal Functions
10%	Other Duties • Performs research and provides leadership in best practice technologies, including user experience and user interface design and other business analysis and testing activities. Participates in conferences, meetings,

	hearings, or presentations involving problems or issues of relevant topics. Researches, evaluates, and participates in recommendations of new technology for the development and support of business applications.. • Maintain and support the use of various tools for the PMO. • Best practices in using AI tools in the workplace. • Invest in personal development through continuous education to maintain up-to-date knowledge of your position. • Ensure security controls are met throughout the lifecycle for all IT assets. Other duties as required.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.
Requires prolonged periods of sitting at a desk and working on a computer.
Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.
Involves prolonged periods of sitting at a desk and working on a computer.
May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.
Noise levels are typically low to moderate.
May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

☐ Duties may require pre-employment and 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.

☐ Travel up to _____ percentage

☐ Bilingual Fluency needed in _____(language)

☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes 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: Date

Employee Statement

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

** 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.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date