

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION Staff Information Systems Analyst (Spec)		POSITION NUMBER 530-001-1312-003	MCR 1	RPA # DSC 14-001
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Performance & Operations/Information Technology	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/>		Supervisory Related BU: <input type="checkbox"/>	Confidential Related BU: <input type="checkbox"/>	Rank and File BU: R01
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) John Ryan	SUPERVISOR'S CLASSIFICATION Program Manager II, CBDA	
APPROVED BY (Personnel Analyst's Name) Lynn Darby			DATE 5/24/13	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under general supervision, the incumbent functions as a Web Master and reports to the Program Manager II in the Delta Stewardship Council's Information Technology Office.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
65% (E)	Provide technical support and maintain the department's Internet and Intranet environments developed on the open source Drupal Content Management System (CMS) Framework. Develop and document Web system requirements; create and document Web system designs; configure and customize Drupal CMS modules; conduct system tests; and deploy new features and feature enhancements. Use and maintain the department's on-line feature request application to assess customer requests for site fixes, enhancements and new feature development. Meet with system users to evaluate requests resulting in recommendations to satisfy requests and/or resolve business issues. Work closely with staff to resolve Internet and Intranet problems and recommend ways to improve the overall user experience for both the Internet and Intranet sites. Assist with content posting which may involve migrating and/or creating new web site content. Post information content to other state web sites if required.			
20% (E)	Keep current on emerging technologies in order to maintain skills and core competencies in the Intranet/Internet environments and recommend training as needed. Assist management with strategic Intranet/Internet planning including system capacity planning, database design, and application development innovations that should be considered. Conduct meetings with end-users as needed. Develop and maintain written documentation in order to keep management informed of core workload and project status. Develop and maintain a cross-training plan for backup and succession planning.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) John Ryan		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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10% (E)	Ensure Intranet/Internet IT Policy is current and aligns with State and Agency CIO policies. Develop and maintain web site processes and procedures. Assist staff with web related IT purchasing and resolve technical issues for integrating with existing systems.			
5% (E)	Establish procedures for technical support and user training, and monitor vendor performance as needed. Lead internal initiated training events, and forums and attend external training events, forums and conferences.			
	<p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge of Microsoft Visual Studio, IIS, Crystal Reports, and Drupal CMS. Dreamweaver CS5 software, editing code developed in .Net, ASP, PHP, JavaScript, XML, XHTML, and CSS with knowledge of version control systems including SVN and Git. Familiarity with SQL server back-end databases, MySQL and the phpMyAdmin interface. Experience with cross browser and cross platform testing and exposure to emerging technologies including mobile platforms and social media. • Knowledge of Responsive Web Design, Development and familiarity with Media Queries. • Ability to perform responsible independent, technical and analytical work in planning and developing new computer applications and enhancements. Experience working with the Drupal CMS is critical and applicants must have a clear understanding of Drupal database schemas, module and theme development, upgrades and maintenance, best practices, methods, principles and the development life cycle. Applicant will be expected to be familiar with the Open Source community and available resources as they specifically relate to Drupal. • Strong understanding of color and typography in relations to web design. Complete web and print graphic design tasks that include using Adobe Photoshop, Illustrator, Fireworks, and InDesign software programs. Familiar with state and federal accessibility requirements and state E-services standards for website design and development. • Applicant must be able to communicate effectively with non-technical users, establish and maintain effective working relationships with project team members, vendors and personnel from federal, other state, and local government agencies. Must have experience presenting to groups and conducting group trainings, experience writing technical documents and documenting best practices for training materials in support of CMS education efforts. As the technical liaison to staff and management the applicant must be able to provide excellent customer service, answer questions, explain technical information, regulations and decisions in a clear and concise manner. • Ability to analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; to write basic programs and develop associated specifications, and prepare effective reports. 			

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	<ul style="list-style-type: none"> • Knowledge of IT purchasing; graphics; help desk; PC support; telecommunication; LAN; printer set up, space planning software, mandated IT reporting to State CIO. <p>PERSONAL CHARACTERISTICS AND WORK ENVIRONMENT:</p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment • Ability to work productively in a demanding environment • Strong customer service skills • Willingness and ability to accept increasing responsibility and demonstrate capacity for development • Manage multiple priorities effectively and meet deadlines • Meet short processing times when necessary • Handle varying and sometimes large workload volumes • Ability to maintain calm during stressful situations • Ability to effectively handle multiple tasks and changing priorities <p>SUPERVISION RECEIVED</p> <p>General supervision from the Program Manager II in the Information Management and Technology Division.</p>		