

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION Staff Information Systems Analyst (Spec)		POSITION NUMBER 530-001-1312-005	MCR 1	RPA # DSC 15-008
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Planning, Performance & Technology / IT	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Dorothy Takahashi	SUPERVISOR'S CLASSIFICATION Staff Info Systems Analyst (Supv)	
APPROVED BY (Personnel Analyst's Name) Lynn Darby			DATE 9/17/14	
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 the general supervision of the Staff Information Specialist Analyst (Supervisor) in the Information Technology (IT) Office, the incumbent serves as a Web Master to develop, design, implement and test the department's website for on-going enhancements and provides technology services for all Delta Stewardship Council staff.				
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 with a PHP based website system. Develop and document Web system requirements; create and document Web system designs; configure and customize Drupal Content Management System (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.			
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.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Dorothy Takahashi		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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5% (E)	<p>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> <p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge of developing and editing code in Drupal, PHP, CSS, HTML5, and Javascript with knowledge of version control systems using Git. Familiarity with Adobe Creative Suite 6, MySQL and phpMyAdmin interface. Drupal training may be provided. Drupal experience preferred but any other content management system experience and knowledge will be considered including Wordpress or Joomla would be desirable. 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 content management systems is critical and applicants must have a clear understanding of CMS 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. • Strong understanding of color and typography in relations to web design. Complete web and print graphic design tasks that include using Adobe Creative Suite 6 Design programs. Familiar with state and federal accessibility requirements including Section 508 Compliance 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. • Knowledge of IT purchasing; graphics; help desk; PC support; telecommunication; LAN; printer set up, space planning software, mandated IT reporting to State CIO. 			

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	<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 Staff Information Systems Analyst Supervisor in the Planning, Performance, and Technology Division, Information Technology Office.</p>		