

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

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

CLASSIFICATION <b>Staff Information Systems Analyst (Supervisor)</b>		POSITION NUMBER <b>530-001-1316-00x</b>	MCR <b>1</b>	RPA # <b>DSC 14-023</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE	DIVISION/SECTION <b>Planning, Performance &amp; Technology / IT</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> <b>S01</b> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Cindy Messer</b>	SUPERVISOR'S CLASSIFICATION <b>CEA - Deputy Executive Officer</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Darby</b>			DATE <b>6/6/2014</b>	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general direction, incumbent provides direct oversight and leadership of the Information Technology (IT) Office staff; acts as the Delta Stewardship Council's (DSC) Chief Information Officer (CIO); responsible and accountable for the technical activities that encompass the analysis, development, procurement, installation, configuration and support of the IT and telecommunications environments; and represents the DSC regarding IT interactions with other departments and oversight agencies.				
<b>DESCRIPTION OF DUTIES</b>				
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.			
50% (E)	<b>TECHNICAL SUPERVISION</b> <ul style="list-style-type: none"> <li>Oversees the administration and maintenance of all network services, such as Windows NT/2000/2003/XP, TCP/IP, enterprise backups, enterprise anti-virus, patch management and distribution, security, and availability.</li> <li>Oversees the modification, installation, and upgrade of network and computer hardware and software in the DSC's computing infrastructure. Platforms supported include Windows NT4.0 workstation/server, Windows 7 workstation, Windows 2000/2003 Server, Cisco Catalyst and PIX network components, APC UPS equipment, and Microsoft Windows Active Directory.</li> <li>Monitors and analyzes workstation, server, and network performance and configuration; directs staff to makes changes and enhancements to system and network configurations as required.</li> <li>Ensures development and maintenance of network documentation including topology, security, hardware and software resources, licenses, and critical applications.</li> <li>Acts as the primary contact for the California Natural Resources Agency and OTECH Data Centers for the management and administration of the DSC's virtual network servers, web services, data base services, and e-mail services.</li> </ul>			
25% (E)	<b>PLANNING, STRATEGY, &amp; PROCUREMENT</b> <ul style="list-style-type: none"> <li>Functions as the Agency Chief Information Officer (CIO), including recommending new DSC IT policies and procedures, modifying existing DSC IT policies and procedures, and ensuring compliance with State IT requirements. Policies include, but are not limited to, DSC Information Management Strategy, IT Capital Plan, IT Acquisition Plan, IT Cost Reporting, Technology Recovery Plan, Risk Management Certification, Feasibility Study Reports, and any other IT requirements listed in the State Administrative Manual (SAM), the State Information Management Manual (SIMM), and the State Telecommunications Management Manual (STMM), as well as</li> </ul>			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Cindy Messer</b>		SUPERVISOR'S SIGNATURE ➤		DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

## JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Staff Information Systems Analyst (Supervisor)		POSITION NUMBER 530-001-1316-00x	MCR 1	RPA # DSC 14-023
APPOINTEE Vacant		DIVISION/SECTION Planning, Performance & Technology / IT		
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.			
25% (E)	<p>California department of Technology, Department of Finance, and Department of General Services Policy Letters.</p> <ul style="list-style-type: none"> <li>• Oversees and coordinates the implementation of new and the upgrading/modification of existing network hardware and software to improve productivity, reliability, and/or security to the network.</li> <li>• Independently researches, plans, designs and implements technical solutions consistent with agency needs, state policies, industry standards, and agency management approval.</li> <li>• Oversees procurement of IT related goods and services, prepares Feasibility Study Reports, negotiates tasks, tests and evaluates products, assesses and audits compliance, manages vendor relationships, and recommends approval of invoices.</li> <li>• Strategically represents the DSC in collaboration with other state agencies and oversight organizations regarding IT strategies, policies, processes, and procedures.</li> </ul> <p><b>OPERATIONS MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Oversees the IT Help Desk, assigns workload, troubleshoots complex problems, and assists when staff is absent.</li> <li>• Ensures audiovisual setup for meetings including laptops, projectors, and telecommunications equipment and services.</li> <li>• Oversees in cooperation with the agency webmaster, the design, implementation, modification, troubleshooting and maintenance of DSC web services, including intranet and internet web sites hosted internally and externally.</li> <li>• Oversees in cooperation with the agency data base administrator, the design, implementation, and ongoing maintenance of DSC data base services, MS SQL Server and MS Access.</li> <li>• Supervises the maintenance, modification, and installation of computer hardware and software on DSC desktops (PCs).</li> <li>• Supervises IT staff; selects and hires new personnel, prepares performance reports, develops staff, addresses grievances, and takes disciplinary action as appropriate. Plans and assigns work, sets schedules and priorities, and monitors quality and quantity of work.</li> <li>• Provides secondary support to for desktop/telecommunications, network computing, web services, and data base services</li> <li>• Makes periodic presentations to staff or management on IT procedures, policies, changes, or recommendations.</li> </ul> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Demonstrated broad IT technical and business knowledge, including IT project management, industry standards and best practices.</li> <li>• Demonstrated proficiency with Windows NT and Windows 2000/2003 server infrastructure, including File and Print Services, Domain Services, user and group Management, enterprise anti-virus, enterprise backup, and networking.</li> <li>• Familiarity with Cisco networking equipment (routers and switches), email system administration, Microsoft IIS web server administration, and Microsoft SQL Server administration.</li> <li>• Demonstrated familiarity with state mandated IT policies and procedures.</li> <li>• Experience with managing program or project budgets.</li> <li>• Ability to foster a team atmosphere and be a positive motivator.</li> <li>• Strong customer service consensus building skills.</li> <li>• Ability to effectively manage multiple tasks and adapt to changing priorities.</li> <li>• Ability to work independently and to make sound, informed decisions as appropriate.</li> <li>• Ability to create and maintain a customer-focused, results driven environment</li> </ul>			

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<b>APPOINTEE</b> Vacant		<b>DIVISION/SECTION</b> Planning, Performance & Technology / IT		
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.			
	<p><b>SUPERVISION RECEIVED</b></p> <ul style="list-style-type: none"> <li>• Operates under general direction from the Deputy Executive Officer and the general direction of the Chief Deputy Executive Officer in connection with the Chief Information Officer duties.</li> </ul> <p><b>SUPERVISION EXERCISED</b></p> <ul style="list-style-type: none"> <li>• Supervises two Staff Information Systems Analysts (Specialist), an Associate Information Systems Analyst (Specialist), and a consultant.</li> </ul> <p><b>SPECIAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Required to file a Form 700 under the DSC Conflict of Interest Code.</li> </ul>			