

**OFFICE OF TRAFFIC SAFETY
DUTY STATEMENT**

CLASSIFICATION TITLE Senior Information Systems Analyst (Supervisor)	DISTRICT/DIVISION/OFFICE Office of Traffic Safety/Administration	
WORKING TITLE Assistant Director, Information Technology	POSITION NUMBER 694-008-1340-001	EFFECTIVE

As a valued member of the Office of Traffic Safety, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the general direction of the OTS Director, the Senior Information Systems Analyst (Supervisor) plans and directs the workload of the Information Technology Unit and establishes the necessary procedures and processes to provide the structure to support the unit’s activities. The incumbent is part of the OTS management team and also functions as project manager or technical lead on enterprise level application development and maintenance projects, leading teams to analyze, document and support the most complex assignments.

TYPICAL DUTIES: The above responsibilities include, but are not limited to:

- 35%** Oversees staff responsible for developing and maintaining the department’s network and database systems, intranet and other electronic systems and solutions. Plans, directs and controls unit workload through definition of objectives, prioritization of workload and development of work plans to assist in scheduling activities. Develops and documents policies and procedures and monitors progress to ensure assignments are completed in a timely fashion. Reports on status of assignments and potential problems that may affect other units and/or other projects. Prepares personnel documents necessary in the recruitment, training and evaluation of staff.
- 20%** Oversees the development and maintenance of all OTS database grant monitoring and funds tracking systems and performance based management systems. Leads efforts to research, recommend, procure and implement new technologies and electronic solutions, including but not limited to web-based grant tracking and workflow software, department Intranet, electronic filing, etc. Modifies and/or develops new policies, procedures, and guidelines for the implementation and maintenance of OTS business applications. Writes procedures and ensures OTS staff is trained in the use of the database and associated programs.
- 17%** Functions as the CIO for the department. Ensures OTS is in compliance with all IT Policy Letters, SIMM sections and Management Memos and SAM sections that impact information technology. Represents OTS interests on statewide technical projects and ensures delivery of all required specifications and requirements. Develops and implements information security policies and procedures, develops and provides annual department-wide information security training and ensures OTS meets all State information security requirements.

- 10%** Initiates and manages technical projects. Defines project scope, objectives, user requirements, activities and schedule and develops resource plans and cost estimates. Identifies risks, develops procurement plans, defines roles and responsibilities for team members and addresses stakeholder communication needs. Works with senior management to obtain internal and external approvals to proceed with projects. Carries out project plans, performs quality assurance, distributes performance information to stakeholders and monitors project scope, schedule and cost.
- 10%** Acts as a technical lead to team members or consultants and is responsible for the efficient delivery, quality and completeness of all technical deliverables. Provides input to project managers and stakeholders in all project phases: defines initial requirements, assesses and reports impacts of potential scope changes, communicates status of technical tasks, etc. Analyzes business problems to identify and recommend alternatives and proposes/discusses alternatives and client needs at project meetings. Participates in project review and approval processes to identify and mitigate the negative impact of system modifications. Tracks requirements and ensures that they are met, participates in the training, testing and rollout of projects and tracks project defects and resolutions. Leads efforts to prepare and review Feasibility Study Reports (FSR).
- 5%** Actively participates as a member of the OTS management team in making program and policy decisions regarding staff, internal operations, contracting and major software development initiatives and enhancements.
- 3%** Represents OTS on task forces, advisory committees, and at conferences involving participants from Federal, State and local political subdivisions, private industry, and special interest groups.

SUPERVISION EXERCISED OVER OTHERS

The Senior Information Systems Analyst (Supervisor) directly supervises 3 staff in the Information Systems Analyst classification series.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent displays exceptional knowledge in the analysis, development, implementation, management and support of complex information technology systems. In-depth knowledge of data processing concepts, practices and methods and an understanding of evolving industry trends, practices and standards are required. The incumbent also demonstrates high-level knowledge of application development life-cycle issues and principles, project management and general information technology business procedures and practices. The incumbent possesses excellent interpersonal communication, teambuilding and leadership skills, the ability to establish and maintain productive and cooperative working relationships and the ability to produce written documents that meet department format and quality standards. It is also critical for the incumbent to have an excellent working knowledge of the effective principles of supervision, leadership and the progressive discipline process and procedures.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Decisions made by the Senior Information Systems Analyst (Supervisor) impact Information Technology's ability to deliver effective automation solutions. Failure to use good judgment could result in the inefficient use of funds and staffing resources; the inability for the section to deliver business information system applications on time and within budget; and the inability for staff to successfully perform their work efficiently and effectively. It is important for the Senior Information Systems Analyst (Supervisor) to remain up-to-date on technology changes and ensure high levels of productivity are maintained, implementations are successful and customer satisfaction is high.

PUBLIC AND INTERNAL CONTACTS

The Senior Information Systems Analyst (Supervisor) is expected to communicate effectively, both orally and in writing with departmental staff at all levels, senior and executive staff at other state agencies, vendors, and consultants. The incumbent is also required to represent OTS in a professional manner on task forces, advisory committees, and at conferences.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be able to work independently and make critical decisions and recommendations. Requires occasional bending, stooping and kneeling to set up and/or relocate equipment.

WORK ENVIRONMENT

The incumbent must be able to adjust to changes in priorities on short notice and complete tasks and projects efficiently and on time.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee Signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor Signature Date